



WEEKDAY LEARNING PRESCHOOL DIRECTOR

Thalia Lynn Baptist Church (TLBC)

Job Description

The Director sets the tone of the TLBC Weekday Learning Preschool and leads by Christian example by being considerate, caring, and polite.

QUALIFICATIONS AND SKILLS

- Be a Follower of Christ
- Active in a church of Christian faith
- Dedication to the Christian education and spiritual formation of children
- Strong communication and relationship skills
- Strong Leadership and Administrative skills
- Minimum of 3 years of classroom teaching experience
- One year of supervisory or program administration experienced preferred
- Bachelor's degree in Early Childhood Education preferred
- Knowledge of state licensing and procedures
- Computer and Technology proficiency

RESPONSIBILITIES

Staff oversight

- Interview, hire and guide new teachers and support staff
- Observe lead and assistant teachers and advise on their classroom leadership
- Identify any problems and take appropriate action as deemed necessary
- Conduct yearly Teacher Evaluations
- Provide feedback on lesson plans and activities
- Schedule on-going educational training for support staff
- Lead orientation of staff

Student Recruitment, Enrollment Support

- Conduct tours for perspective families
- Oversee registration/enrollment process
- Plan Parent Orientation
- Maintain information and accuracy of student files
- Develop and implement plans to achieve maximum enrollment and to meet the ministry goal of serving families in our immediate community

Financial Management

- Prepare proposed tuition rate plan and staff compensation plan
- Prepare a budget
- Demonstrates fiscal responsibility with the use of the corporate credit card
- Purchase school and classroom supplies and equipment
- Follow up with parents over delinquent accounts

Organizational Management

- Prepare annual parent handbook and registration packet
- Ensure student/teacher documents are in order and updated
- Maintain school website & social media
- Oversee the annual preschool calendar/Schedule field trips and special events
- Maintain compliance with the Virginia Department of Social Services for Religious Exemption

Health & Safety Standards

- Ensure that student/teacher health documents are updated and in order
- Keep school environment healthy and safe
- Schedule CPR & First aid training for all staff
- Schedule and conduct monthly emergency drills

Church Relations

- Reports to the Executive Pastor of Ministries
- Work collaboratively with the church to identify and oversee Preschool property needs