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First Presbyterian Church of Petaluma Position Description for Happy Day School

Title: **Preschool Director**

Purpose: The Director manages the day-to-day operation of Happy Day Presbyterian School in accordance with the church's mission, vision, and financial resources.

Accountability: The Director is accountable to the Pastor and works in partnership with the church Session through related Session Elders and Commissions.

Responsibilities:

PROGRAM AND ENROLLMENT

- Maintain the standards set by the State of California Child Care Center Licensing Regulations ("Title 22").
- Work with related church groups to develop long-term goals and strategies for effective educational and spiritual programs for students.
- Oversee and promote programs to advance early childhood development consistent with the church's mission, vision and goals.
- Oversee development of curriculum and selection of resources for all school programs, including Bible stories, Christian songs and prayer.
- Monitor student registration, enrollment, and visitation procedures.
- Ensure that student disciplinary issues are timely addressed.
- Participate in multiple marketing opportunities including maintaining the school website, participating in local preschool information nights, providing incentives to parents and teachers, promoting the school throughout the community.

PERSONNEL

- Hire, train and supervise staff according the church's personnel policies.
- Hold monthly staff meetings, weekly classroom staff meetings and staff development days.
- Work with Personnel Commission to develop and maintain position descriptions, personnel policies, and employee procedures consistent with the church's mission and vision.
- Conduct annual performance reviews of all school staff.
- Monitor maintenance of personnel files including state required health and safety records.
- Monitor staff education certifications including health and safety certifications.

PARENTS AND FAMILIES

- Meet prospective and current school parents; provide resources and referrals for parents in need.
- Conduct regular parent education programs and meetings.
- Provide opportunities to promote community between Happy Day families throughout the school year through school wide events during the school day, providing parent information nights, school-wide newsletters.
- Ensure that bi-annual parent-teacher conferences are held.

DRAFT

- Oversee parent volunteers to assure that school family group activities are appropriate to the policies of the church and best interests of the school.
- Provide on-campus family events throughout the year, during school days.

CHURCH COORDINATION AND COMMUNICATION

- Promote growth between the church and the school through active involvement in church functions, communicating with related Session elders, participating in church leadership functions
- Invite school families to church and church events and church families to school events.
- Facilitate involvement of staff and Happy Day children sing in occasional worship services.
- Meet regularly with the Pastor.
- Participate in church staff meetings (monthly) and special staff events
- Provide regular reports to Session of finances, curriculum and special events.
- Ensure mutually satisfactory sharing of space and equipment with other staff and ministries of the church.
- Communicate with church congregation through regular articles in church newsletter, Sunday bulletin, the websites, and occasional announcements in church services.
- Ensure that school provides effective outreach for Worship and other ministries of the church.

FINANCES

- Create the annual school budget with the Pastor and BFS Elder.
- Manage the finances of the school within the constraints of its annual budget.
- Work with related church commissions and groups to set tuition rates, determine staff salaries, and regulate expenditures.
- Assure that school provides its fair share of resources for church facilities used by school, including utilities, cleaning, maintenance and landscape maintenance.
- Oversee all school fundraising activities.

HEALTH AND SAFETY

- Develop and manage all safety regulations and procedures including fire drills, lock down procedures and other disaster preparedness plans.
- Stay up-to-date and comply with and Center on Disease Control and the Sonoma county Health Department regulations regarding any outbreaks or pandemics.
- Stay current on all mandatory state licensing standards for the school, as set out in Title 22, and ensure that all standards are met.
- Ensure the director or qualified substitute director is on campus during all operating hours as required by state regulations.
- Ensure that all accidents, unusual incidents and injuries are promptly reported to the Child Care Licensing Office, as required by law, and to the pastor.
- Ensure that any suspected child abuse, on or off-campus, is immediately reported to Sonoma County Child Protective Services, as required by law.
- Ensure that any allegation of sexual misconduct, as defined by the church's Sexual Misconduct Prevention Policy, is reported to the pastor, Session Clerk or other authority as required by the policy.

DRAFT

- Ensure compliance with required Title 22 and Child Protective Services recordkeeping.
- Ensure that church facilities provide the optimum environment for student learning and safety.

TEACHING

- Provide regular teaching in a classroom, as needed and, as available.
- Provide occasional back-up teaching for teachers who are absent, when a substitute teacher is not available.

OTHER RESPONSIBILITIES

- Other requests as directed by the Pastor/Head of Staff.

Qualifications:

A qualified director will:

- Possess experience in teaching, leadership and administration of a preschool, preferably in a Christian environment.
- Fulfill all education and employment qualifications required by the Child Care Licensing Office, California Department of Social Services
- Demonstrate Christian faith, maturity and active participation in church.
- Demonstrate a passion for children and a desire to nurture and equip them in a Christian context
- Possess strong organizational skills
- Possess strong relational and communication skills, with both children and adults.
- Demonstrate proficiency in MS Word, MS Excel, E-mail.
- Demonstrate a commitment to spiritual and personal growth and continued professional growth as required by Child Care Licensing Office

Terms:

This is a full-time, 12-month position. Annual salary will be established by the church Session. Leaves, vacations, and holidays are subject to the provisions in the Personnel Policies of First Presbyterian Church of Petaluma. Director may not accept outside employment that interferes with the duties specified in this position description.

Evaluation:

Performance reviews will be conducted annually by the Pastor as Head of Staff and in conjunction with the Personnel Commission.