

Bartlett United Methodist Church Job Description

Job Title: Preschool/KDO Director

Job Objective: The Preschool/KDO Director provides high-quality care and education for the young children of our community by overseeing the day-to-day operations of the preschool and KDO as well as organizing and maintaining all state requirements for the program. The director uses open communication to facilitate positive relations among preschool staff, parents, and church staff.

Job Responsibilities:

Staff Responsibilities

- The Director serves on the Preschool Personnel Sub-committee:
 - Obtains and screens applications and briefly interviews applicants
 - Interviews (with other sub-committee members) applicants, and recommends the hiring of lead teachers and teacher assistants
- Gives orientation to all new staff members
- Work directly with the KDO Lead and provide assistance as it relates to the KDO program
- Assigns teachers to the classes they teach
- Observes, supervises, and evaluates teachers and teacher assistants
- Provides inspirational and educational in-service activities which help staff grow professionally and meet state requirement for annual training hours
- Meets with staff individually and in staff meetings to evaluate the program, hear suggestions, make plans for improvement and to hear concerns, solve problems, give assistance as needed with preschool children and/or their families
- Hires substitutes, and maintains substitute staff records as required by the state

Public Relations Responsibilities

- Work with the church web master to keep the preschool web page current
- Write and submits articles to church publications
 - Notification of registration dates
 - Notifications of open staff positions
- Conduct informational meetings for prospective parents and give tours
- Interacts with prospective parents on the telephone or by email, giving information, answering questions, and inviting them to come for a visit
- Plans and conducts orientation meetings for new parents and encourage parent participation
- Represents the preschool/KDO at meetings of the Council on Ministries
- Responsible for generating both the preschool and KDO calendars (these coincide with the Bartlett City Schools calendar). This calendar is also presented to the Preschool Committee for approval.

Children and Families Responsibilities

- Prepares all registration materials for both returning and potential students
- Register all children and ensure that all paperwork is complete
- Assigns all children to classrooms
- Observes individual children in classroom settings to check on concerns brought by staff members or by parents.
- Meets with staff members and parents to discuss concerns about individual children and to offer information about special services if needed.

- Cooperate with community resource personnel to help individual children.
- Interacts with parents in person, by email, or by phone regarding any complaints and ways to solve any problems.
- Uses computer to prepare newsletters and other correspondence to communicate with families via printed note or Remind

Record Keeping Responsibilities

- Maintains a file on each child enrolled in the preschool containing all documentation required by TDHS for licensing.
- Maintains a file on each staff employee of the preschool containing all documentation required by TDHS for licensing.
- Maintains records of attendance for both students and staff
- Maintains complete records of previous employees
- Keeps complete records and sign-in/out sheets of previous students for one year
- Prepares and submits annual reports to the Tennessee Department of Human Services, preschool licensing agency, documenting compliance with all requirements for licensure.
- Conducts and keeps records of monthly fire drills along with records of annual smoke alarm sensitivity reports and fire alarm tests.

Finance Responsibilities

- Serves on the Preschool Budget Sub-committee:
 - Prepares a preliminary budget which meets projected needs, and reviews budget monthly to ensure the program is operating with the budget
 - Meets with sub-committee members to develop a proposed budget to present to the Preschool Administrative Committee for approval.
- Purchases all equipment, supplies, snacks for the program within the approved budget limits.
- Work directly with the Financial Secretary for timesheet approval for payroll as well as communicating any student changes affecting tuition.
- Collect registration fees and prepare end of year tax statements if requested

Education Requirements

Pre-employment education and experience requirements are outlined by the Tennessee Department of Human Services (TDHS) in their publications. In order to maintain 3-star status, licensure rules state that the "director shall have, at a minimum, received a Child Development Associate or Early Childhood Technical Certificate ... and has seven (7) years of experience administering an early care and/or education program."