



**JOB DESCRIPTION FOR DIRECTOR**

**201**

**1. PURPOSE OF THE POSITION**

The Director is an important part of our school. The Director sets the “tone” of our school which will permeate to the teachers, aides, students, and parents. The Director is the “face” of our school that our community sees and respects.

The Director oversees and manages the overall running of our school and staff, ensuring smooth daily operation and that the strong base is maintained. Also, the director will plan, in coordination with the School Board, the growth and progression of the school.

The Director will be respectful of children and parents and help keep equipment and facilities clean, safe and well maintained. The Director will model the school Mission Statement and follow protocol stated in *Policy #401 Policies and Procedures for Staff*.

**2. REQUIREMENTS**

- a. Knowledge of DHS Rule 3.
- b. 1040 hours of supervision experience.
- c. At least 9 quarters or 90 hours earned in any combination of accredited courses in staff supervision, human relations and child development.
- d. Be at least 18 year old.
- e. Be a graduate of a high school or hold an equivalent diploma attained through successful completion of the commissioner of education-selected high school equivalency test.
- f. Ability to track and implement new laws and updates to current laws.
- g. Know how to operate a computer and maneuver online websites/apps and emails.
- h. Be organized, including compiling files, manuals and lists.
- i. Outgoing and self starter.
- j. Completing tasks and projects in a timely manner.

- k. Ability to pay close attention to detail.
- l. Experience in education is a plus.
- m. Must pass DHS background check.
- n. Must be CPR/First Aid certified

**3. TRAINING**

- a. Staff Orientation (including drug and alcohol training, Abusive Head Trauma, Emergency Preparedness Plan and Risk Reduction Plan) upon hire and annually thereafter.
- b. 2 hours of Child Growth and Training within 90 days of hire, unless this DHS requirement is already fulfilled.
- c. Complete the annual in-service hours required by DHS.

**4. RESPONSIBILITIES**

- a. Maintain office hours of 12 hours per week, set hours as per agreement.
- b. Approximately 30 hours annually marketing to the community, planned in collaboration with Chairperson.
- c. Phone calls and miscellaneous matters which can't be accomplished during office hours.
- d. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the school.
- e. Maintain a Christian atmosphere**
  - i. Encourage all to seek God's guidance.
  - ii. Discuss family's Christian heritage at the student intake meeting.
  - iii. Ensure that staff and all interactions maintain a Christian context of vocabulary, attitude, and behavior.
- f. Foster a relationship with each student**
  - i. Weekly contact with students in the classroom, choosing days which will connect with all students. Get to know the students, being able to discern the child's emotional and educational needs while forming a relationship and in order to support the teachers in their mission, as well as disciplinary matters.

- ii. Assist teachers in resolving issues with students when needed.
- iii. Compile a list of scholarship needs of the students and submit to Chairperson. Be aware of scholarship needs vs donations. Be the parent contact for scholarship needs and scholarship awarded.
- iv. Report student issues to the Chairperson.

**g. Foster a relationship with the parents**

- i. Have an intake meeting with parents. Check their needs, encourage parents to sign up to assist in events at the school and church activities. Let them know what the church offers for children. Review school closing policies.
- ii. Have weekly contact with parents to help them to feel comfortable. Be available to answer questions.
- iii. Report parent issues to the Chairperson.

**h. Foster a relationship with the community**

- i. Plan Open House and attend Open House.
- ii. Plan and attend Parent Orientation
- iii. Attend and make a welcome speech at the Christmas Program. Socialize with the families.
- iv. Attend events in which the students' families attend such as singing in church, family events, and other activities as designated by the Chairperson.
- v. Set up attendance and prayers of our Pastor at desired school gatherings.
- vi. Speak at church services at least 4 times per year, all services; Adopt an Angel and others.
- vii. Publicize the school in the community, including Stacy Daze Parade and booth, visiting businesses and collecting donations for Silent Auction, etc.
- viii. Maintain a connection with St John's church community.

**i. Monitor and oversee staff**

- i. Oversee classrooms, teachers, aides, and volunteers. Watch that DHS requirements are being fulfilled.

- ii. Monitor staff using the job descriptions as a guide and evaluate staff performance annually and make recommendations for improvement in overall classroom efficiency. Follow *Policy #403 Employee Evaluation*.
- iii. Meet with teachers once a month for updates and check-ins.
- iv. Orient staff in their job duties and expectations. If requested, assist teachers in staffing each day.
- v. Oversee curriculum. Make suggestions for curriculum balance and/or improvements when needed or requested.

**j. Hiring**

- i. Collaborate with Chairperson to develop job postings for open positions.
- ii. Post position in the paper, on social media, and explore other options.
- iii. Screen candidates with Chairperson.
- iv. Build a hiring committee to interview candidates. Develop questions, set up interviews and interview candidates.
- v. Hire staff as prescribed by the Chairperson.

**k. Manage the school program**

- i. Monitor the budget and work with the Chairperson and Treasurer to ensure the budget is maintained. Track teacher expenses/curriculum expenses. Immediately report potential overages of the budget to Chairperson before authorizing expenditure.
- ii. Report payroll: Email to church and Chairperson.
- iii. Monitor and collect tuition, collect late tuition and submit money to Treasurer.
- iv. Manage things that come up with the weather and building. Call school closings in coordination with Chairperson.
- v. Create the school calendar using the North Branch School District calendar as a guide. Submit to the Chairperson by the November meeting. Submit to the School Board for approval at the Annual Meeting in December.
- vi. Collaborate with the School Board Secretary to provide information to the congregation through the Vice and/or the bulletin.

- vii. Attend monthly School Board meetings and give a summary Director's Report.  
Director has voice but no vote.
- viii. Research opportunities for grant money. Write grant proposals in collaboration with teachers.
- ix. Research state and county funding. Complete appropriate forms in collaboration with Chairperson.
- x. Monitor social media.
- xi. Ensure cleanliness and orderliness in all school areas in order to maintain professional and inviting both in terms of staff and families.

**I. Manage DHS requirements**

- i. Enroll new students. Follow new student flow chart (Attachment 1).
- ii. Keep an information chart on students on Google Docs so Chairperson, Director and Teachers have access. Highlight special needs, including allergies. Include a picture of the student. It will be used for class list and emergency list. Follow DHS regulations for format. Print one for each classroom, each first aid kit and emergency evacuation bag. Include the ICCP forms and employee emergency contact forms.mn
- iii. Make and maintain student files. Make sure each file fulfills DHS requirements. Give any ICCP forms to the teachers to fill out with parents. Collect completed forms and file in student files.
- iv. Make and maintain staff files. Make sure each file fulfills DHS requirements.
- v. Complete background checks on new staff.
- vi. Review and adjust the following documents and get changes approved by the School Board at the December annual meeting
  - 1. *Policy #401 Policies and Procedures for Staff*
  - 2. *Policy #501 Parent Handbook*
  - 3. Risk Reduction Plan
  - 4. Emergency Preparedness Plan
  - 5. Staff job descriptions, *Policy #201 Director Job Description, Policy #202 Teacher Job Description, and Policy #203 Aid Job Description.*

- vii. Go over DHS checklist at the beginning of the year and before DHS visit with Chairperson
  - viii. Perform, track, and document annual staff orientation for all staff and any new staff hired during the year. This includes teachers, aides, volunteers, substitute teachers.
  - ix. Fill out and sign any Maltreatment, injury incidents and any Director forms.
  - x. Make sure the school is following all laws, including DHS and USDA. Monitor the classrooms for DHS requirement infractions, with both the building and staff infractions.
  - xi. Monitor emails, including DHS emails of reports and updates to requirements.
  - xii. Submit annual immunization report to Dept of Health.
  - xiii. Maintain 3 ring binder where we keep DHS documents. Ensure staff know where it is and how to access it.
  - xiv. Fill out DHS packet before DHS licensor visit. Be present during DHS licensor visit if possible.
  - xv. Perform safety drills in accordance with federal, state, and county laws. Document for DHS.
- m. Other duties as assigned

Attachment #1

New Student Flow Chart

- Parent contacts church or school
  - Individual contacts Director informing them of new interest in the school
- Director duties:
  - Prior to enrollment:
    - Talk with parents and determine:
      - School tour date and time. Give parents a brochure.
      - Class desired
      - Determine any special needs, including allergies
    - Inform them their spot is not held until enrollment is complete
    - Find out if they want the enrollment paperwork emailed or picked up in the church office.
  - Enrollment process:
    - Collect paperwork (enrollment form, immunization form, Health Care Summary, and Emergency Preparedness Plan consent form).
    - Collect registration fee.
    - Let the parent know when their enrollment is complete and their spot is saved.
  - After enrollment paperwork is collected:
    - Start a student file. File must contain all DHS requirements.
    - If the child did not go to parent orientation, provide them with folder, including parent handbook.
    - Put student on informational list kept in Google Docs
    - Print class list (5 copies), put 1 in each classroom, 1 in each first aid kit, and 1 in emergency evacuation bag. Include ICCP sheets and employee emergency contact forms.
    - Set up classroom rosters, or add students to rosters if added after the beginning of the school year.

*I have read and received a copy of Policy 201, Director Job Description, and I understand the expectations and requirements of my position as a director with Little Angel Preschool.*

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*Little Angel Preschool Employee Name*

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*Employee Signature*

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*Date*

ADOPTED: 1/7/2020

REVISED: 3/10/2020