

Faith Baptist Church Preschool

Position Description: Director

I. Work Hours:

1. Work hours are 21 hours per week for 40 weeks starting 2 weeks prior to DODDS start date and ending two weeks after preschool dismissal. The 12 remaining weeks each year are summer hours and will be worked from either home or non-scheduled days in the office.
Student Instructional Time: 0920-1400 Tuesday, Wednesday, Thursday
Arrive no later than 0800 on school days
Leave no earlier than 1415 on school days
2. Vacation days are calculated based on a part time position of three days per week (14 days per year of vacation). This position allows for two personal days off per school year
3. The Preschool Director shall receive an annual salary divided equally over 12 months. Wages are paid monthly, with appropriate deductions for German taxes, Social Security, Health Insurance, etc. In the event the contract terms are not fulfilled, the employee agrees to pay back in cash any net salary paid in advance. The employee will be exempt from reimbursing any deductions paid on their behalf. The Personnel Committee will review the rate of pay annually. Comp time is not earned, and overtime will not be compensated
4. The employee is required to give immediate notice in case of illness or other hindrances to the job. If a sickness takes longer than two days, a DAK Insurance physician's statement must be turned in no later than the second day of absence to be paid for these days. Sickness of a family member may not be taken
5. The first three months are considered as a trial period. During this period, both parties can cancel the contract with a cancellation time of two weeks' notice. After this time, termination of the contract will require a minimum of 4 weeks' notice from either party. The intent of termination must be given in writing

II. Purpose:

The Weekday Preschool Director oversees the day-to-day operations of the Preschool Program; Supervises the teaching staff and is the point of contact for both programs. Establishes program goals and policies and assures they are adhered to. The supervisor for the Preschool Director is the Lead Pastor. Specific major duties and responsibilities are outlined below.

III. Qualifications:

1. Must be a Christian and a regular attender of Faith Baptist Church or a church of like doctrine and practice
2. Has completed all the required Ministry Safe screening prior to be hired, and undergoes follow up screening
3. Must be an active member of a Sunday school class or men's/women's discipleship training
4. A bachelor's degree in early education or elementary education is recommended
5. Must have experience teaching children
6. Willingness and desire to serve the church

7. Accept authority of the church over all FBP functions
8. Ability to motivate, facilitate, coordinate, lead, communicate, manage conflict, and get along with others

IV. Duties, Responsibilities, and Expectations:

1. Established program goals and policies as assures they are adhered to
2. Plans the school year calendar, activities, and special events
3. Hire and supervise preschool staff
4. Prepare and implement curriculum
5. Develop and implement a proposed budget each year and maintain all records of expenses and income in weekly and monthly basis, including tuition collection
6. Organizes and conducts annual and ongoing registration
7. Evaluates enrollment data and schedules classes accordingly
8. Contacts parents concerning enrollment information for the program
9. Prepares all publicity and informational guides (i.e. church publications, handbook, newsletters, etc.)
10. Maintains the programs filing system
11. Orders and maintains all teaching material for the school year
12. Organizes and leads staff meetings
13. Maintains the Resource Room along with the Assistant Director
14. Coordinates building usage with appropriate authority
15. Assures classrooms are left in an orderly manner
16. Assures classroom activities are age-appropriate
17. Organized daily staff devotions (Tuesday and Wednesday)
18. Ensures all staff is CPR/First Aid certified
19. Ability to motivate, facilitate, coordinate, lead, communicate, manage conflict, and get along with others.
20. Handles multiple responsibilities well, as needed
21. Demonstrates a humble, servant heart
22. Flexibility and patience within the context of the ministry
23. Ensures children are protected in all preschool settings
24. Prepares and submits for approval an annual budget
25. Prepares and submits for approval tuition, supply, and registration fees
26. Prepares payroll data for the financial secretary
27. Maintains the accounts receivable for all FBP
28. Supervises all FBP expenditures
29. Accept authority of the church over all FBP functions
30. Ensure that student health documents are in order
31. Keep the school environment healthy and safe in accordance with policies
32. Set and oversee Emergency and other plans, policies, and procedures
33. Schedule training required and maintain CPR, First Aid, Medication and emergency medical treatment for anaphylaxis and associated acute events
34. Conduct drills for emergencies including fire, lock-down, and bomb threat

V. Physical and/or Environmental Demands:

The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel
3. Ability to speak, hear, smell, and exercise visual acuity

Employee

Date

Lead Pastor

Date