

Parents' Day Out Director

First United Methodist Church of Prairie Grove, Arkansas

General Description

The Parents' Day Out Director is responsible for all aspects of establishing and operating a Christian preschool program for children ages 18 months through pre-kindergarten. This includes leadership of marketing and advertisement, staff recruitment, child enrollment processes, curriculum development, classroom management, staff development, and preschool budget and profit and loss records. The director of Parents' Day Out is to create policies, manage staff, and oversee daily operations and routine special events. The director is the lead administrator of the school and handles problems with staff and students. The director will ensure the school meets any standards outlined in the parent and student handbook. Other duties include teaching classes as needed, determining spending responsibilities, purchasing supplies, and making admission decisions.

Education/Experience Required

- Be a Christian and member of good standing in a local church
- Experience working with pre-K children
- Be at least 18 years of age
- Have a high school diploma or equivalent
- Demonstrate a basic love for children
- Be certified in CPR and First Aid

Essential Job Functions

- Hire and train new staff members (under the advisement of the church council)
- Provide training and professional development opportunities for staff
- Keep timesheets for staff payroll
- Regularly monitor and evaluate preschool staff
- Establish policies and communicate them to staff and parents
- Help staff resolve conflicts between children
- Assist staff in communicating with parents
- Meet with parents and staff to discuss students' progress
- Establish budgets and set fees for programs
- Collect fees and keep billing up-to-date/keep records of paid fees
- Regularly select and/or develop curriculum for a preschool children's education program that is fun, educational, and appropriate for a Christian preschool environment
- Ensure facilities are maintained and cleaned according to church regulations
- Work in cooperation with other church programs sharing the space
- Communicate with Church Council and Parents' Day Out Board
- Follow instructions and guidelines set forth by the Church Council and Parents' Day Out Board
- Perform other duties as assigned