

Job Description for Noah's Ark Preschool Director First Presbyterian Church – Greenwood, South Carolina

General:

- Will seek God's help through prayer in planning, organizing, and implementing all aspects of the Noah's Ark Preschool Program.
- Will respect the concept that Noah's Ark Preschool is an important part of the total program and is a mission and outreach of First Presbyterian Church.
- Will regard with respect and trust: all children, parents, faculty/assistants, and church staff.

Planning:

- Attendance at weekly church staff meetings is required.
- Attendance at monthly Board meetings is required. The Director will work with the Chairman of the Board in planning the agenda for the Board meeting. The Director will present the Director's report at the meeting and be prepared to discuss any upcoming events, questions, concerns, ideas, etc.
- Attendance at all Noah' Ark events is required.
- Attendance is required at two Church Staff Planning days during the year. Planning for number of classes, room assignments, and all activities will be coordinated with the church staff.
- Agendas and in-service information will be planned for monthly faculty meetings, which are held the first Monday of the month.
- Storage areas/closets will be monitored on an ongoing basis for organization and inventory. Inventory orders will be purchased as necessary.
- Ordering of consumable supplies and replacement of purchase of additional curriculum items will be consistently updated as needed. Consultation and planning with teachers will ensure needs and privacy.
- Fundraising activities will be planned with consideration given to ease of sales, effectiveness, and recordkeeping. Fundraisers will be held in the Fall, Winter, and Spring.
- Field trips and educational experiences will be planned throughout the year for the three- and four-year old classes.
- Weekly Chapel lessons will be planned and implemented. Planning and organizing guests to do Chapel occasionally will be done.
- Design and compose articles with pertinent information for the monthly church Spire newsletter and submit to the church secretary by the assigned monthly due date.
- Maintain the Noah's Ark section of the Church website and update information as necessary.
- Events for the school will be planned in August of each school year and this information will be shared in the Parent Handbook at orientation. Events will include but are not limited to: Fall Program & Dinner, Thanksgiving Feast, Christmas Program & Dinner, Book Fair, Grandparent's Day, Spirit Week, Dr. Seuss Week, Easter Bonnet Parade, Charity Walk, Donuts for Dads, Muffins for Moms, Fun Friday, End-of-the year Program & Dinner, and Four-year old Graduation.
- Plan classes and mail letters to parents in early August informing them of teacher's name and supply lists.

- Schedule Parent Orientation night and Open House Ice Cream Party for the beginning of the year. Update, compose, and assemble the Parent Handbook, to be given out at the meeting.
- Interview and hire staff members, assistants, and substitutes in accordance with Board policy.
- Schedule, plan, and implement Teacher Orientation for the beginning of the year. Update, compose, and assemble Teacher Handbooks, which will be given out and reviewed at this time.
- Anticipate and plan guidelines for discipline.
- Promote Noah's Ark throughout the church and community in a positive, Christian manner.

Operation:

- Open and close Noah's Ark each day. Occasionally, an Early Arrival Monitor will open the school.
- Enrollment, registration, financial, and immunization records will be carefully maintained. Personal issues applicable to students such as allergies, special medical/emotional needs, custody issues, etc. will be marked as alert items.
- Collect monies and make deposits. An assistant will help with monthly tuition collected.
- Check and overview teachers' long range yearly plans and weekly calendar and lesson plans.
- Secure and maintain a list of available substitutes. Provide appropriate training to instruct them with an overview of the program and procedures.
- Handle emergencies when teachers must leave and make adjustments to cover classes.
- Oversee regular maintenance checks of classrooms, bathroom, and playground areas, and make recommendations when necessary.
- Distribute regular Scholastic Book Orders to classes, collect, compile, and order. Upon arrival of the order, book will be distributed.

Evaluations:

- Meet with each faculty and staff member at the beginning of the school year to discuss written goals and measurable objectives. Meet with each again at the end of the year to discuss professional performance for the year, attendance, problems, questions, etc. These meetings will be documented, dated, and signed by both parties.
- Make class observations of each faculty and staff member at least once a semester, but preferably more. Visits should be both announced and unannounced. Meet with each person after announced visits to review strengths and weaknesses. Both parties will sign and document the meeting.
- Maintain files on each faculty and staff member, including classroom write-ups and other pertinent information relative to each person's performance.
- Any faculty or staff member who fails to follow policies as outlined in the Faculty Handbook (i.e. dress code, social media, etc.) will be written up and documented. Both the Director and staff member will sign the write-up, and it will be placed in the individual's file.
- Oversee parent conference schedules for the Fall and Spring semesters. If deemed appropriate and/or necessary by the teacher, you may join certain teacher-parent conferences.
- Review progress reports for each child completed by classroom teachers for the Fall and Spring semesters.