



646 Concord Road, Fletcher NC, 28732
(828) 628-1188 ext 208

Job Description

Weekday Kids Director

Brief Description: The Weekday Kids Director is responsible for all aspects of establishing and operating the preschool program for children ages 1 year through pre-kindergarten (5 years) as well as the Summer Day Camp for children ages 5-11. This includes the leadership of marketing and advertisement, staff recruitment, child enrollment processes, curriculum development, classroom management, staff development and preschool budget.

Supervises: Preschool Teachers and Assistants; Summer Day Camp Counselors and Teachers

Job Goals: To work with parents, staff and children to create a Christ centered environment where children thrive and families feel welcome. To manage enrollment, hire staff, carry out daily activities within the program that will maintain and further the program.

Qualifications: The successful individual will be a strong leader with a solid work ethic, possess a passion for teaching children, outgoing personality to work with families and be able to multi-task to manage personal life and a professional life of administrator role.

1. Bachelor's degree from an approved education program in subject area.
2. NC Teaching License or have qualifications to obtain a NC teaching license.
3. Strong background in the field of education.
4. CPR certification is required.

Salary: To Be Determined

Term of Employment:

1. Preschool Director ONLY: Approximately 25 hours per week Aug-May; 5 hours per week June-July
2. Preschool Director and Summer Camp Director: Approximately 25 hours per week; 12 months

JOB RESPONSIBILITIES:

Daily:

1. Open and close facilities; check building for safety and ensure SmartCare and Ring systems are ready for the day



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2. Work with teachers to ensure their classrooms are prepared. Be prepared to help as needed throughout the day in classrooms or with students.
3. Greet families. Answer questions/concerns that come up through email or face to face interactions promptly-function as primary contact person for the preschool
4. Fill in for teachers as needed
5. Post frequent Facebook updates
6. Submit time sheets to church accountant weekly

Monthly:

1. Attend Staff Meetings
2. Purchase needed supplies
3. Record tuitions using SmartCare system; make bank deposit; follow up with parents about incomplete payments; balance budget
4. Carry-out advertisement/marketing plan
5. Enter Scholastic book orders and distribute
6. Communicate via a monthly newsletter
7. Collaborate with Children's Director in the use of space and materials

Annually:

1. Attend Key Leadership Meeting and Mid-Year Meeting
2. Develop an annual budget for the preschool ensuring needs are met. Work hand in hand with the church accountant to ensure that income and expense is balanced
3. Review students who receive scholarships. Meet with committee to make plans for upcoming year
4. Regularly review and/or select/develop curriculum for a preschool children's education program that is fun, education, and appropriate for a Christian preschool environment
5. Develop and implement a marketing/advertisement plan that creates interest in the preschool and fuels strong enrollment in the program
6. Coordinate maintenance/cleaning schedules with church staff
7. Ensure a growth mindset culture with staff by developing a staff development plan and fostering it throughout the year
8. Plan CPR certification for all staff

**Perform all other duties as necessary. **