

Park Street School and Child Care Preschool Director

The Preschool Director is responsible for the daily operations of the preschool and childcare center. This full-time position requires strong organizational, written, verbal communication skills and strong leadership qualities. He/she must be self-motivated and have the ability to multitask and manage several working parts of the center while remaining composed under stressful situations. He/she must understand child development and keep up to date on best practices in early childhood education. The Director must be trained and current in CPR, first aid, communicable disease and keep up to date on continuous professional development courses and other state regulations. This position will also work in collaboration with Park Street Brethren Church and its staff and have close working relationships with the Assistant Director and Children's Ministry Director.

General Responsibilities

- Must be well-versed in the Ohio Department of Job and Family Services Child Care Center Rules and continually monitor the center for compliance with these regulations
- Effectively communicate with parents and families in person or via telephone and e-mail and meet with parents/guardians as needed
- Complete daily routines that ensure the center is operating effectively and efficiently
- Support staff by aiding in classrooms as needed; assist with preschool drop off and pick up
- Show desire to continually strengthen and improve center practices and spaces
- Plan and coordinate all special events
- Work with staff to coordinate field trips
- Create yearly calendar and curriculum schedule
- Conduct classroom observations/assessments of every classroom as needed
- Assess and review school-wide curriculum
- Assist the Assistant Director in student enrollment paperwork as needed
- Monitor social media outlets along with the Assistant Director as needed
- Drive school bus as needed for field trips
- Keep office and other shared spaces tidy and organized
- Build and maintain relationships with staff, parents and church staff
- Actively work to build a bridge between the ministries of Park Street School and Park Street Church alongside the Director of Children's Ministries
- Create a monthly newsletter for families
- Create regular staff newsletters

Financial Responsibilities

- Order school supplies and maintain records of purchases
- Manage the center's budget, ensuring responsible financial planning and resource allocation
- Reconcile credit card statements
- Conduct payroll
- Facilitate fundraising as needed/desired and submit grant requests as opportunities arise

Human Resource Responsibilities

- Recruit, hire, train and/or coordinate training for new staff
- Make sure all new hire paperwork is completed before work begins including background checks, medical forms, etc.
- Maintain staff files; Responsible for ensuring files are up to date with certifications and required trainings
- Create staff schedules while maintaining classroom ratios
- Supervise all staff members and initiate corrective action when necessary
- Facilitate staff meetings
- Conduct annual performance evaluations and provide on-going feedback to teachers and staff
- Monitor and edit staff and parent handbooks, making sure it is up-to-date
- Approve vacation and sick time of staff and coordinate substitutes
- Find innovative training opportunities to address teacher's professional development needs

Safety Responsibilities

- Make sure monthly/ quarterly drills and inspections are conducted
- Responsible for maintaining a safe building that will pass fire and health inspections
- Maintain a building that is clean, organized and sanitary
- Regularly maintain playground equipment
- Train staff on proper cleaning and sanitizing of equipment
- Make sure bus inspection and license is current
- Visually inspect fire extinguishers on campus
- Ensure Medical/ Physical Care Plans are properly filled out for children with health needs

Qualifications

- Associate, bachelor, master or other post-graduate degree in child development, early childhood education or related field approved by the Ohio Department of Job and Family Services -OR- two years of experience working as a child care staff member in a licensed child care program.

Benefits

- Starting salary: \$40,000
- 2 weeks Paid Time-Off
- Opportunity to work in a supportive and faith-filled environment
- Discounted tuition for children
- Up to 5% retirement match

Application

- Please submit a cover letter and resume to Mary Cooper, Director of Children's Ministry at mary@parkstreetbrethren.org.
- Please include your last name and "School Director" in the subject line.
- **Deadline:** February 28th, Review of applications to begin immediately.
- Posted: February 8, 2024