

LPC PRESCHOOL/DAYCARE DIRECTOR

SUMMARY DESCRIPTION:

The LPC Preschool/Daycare Director is the senior executive of the school and, in partnership with LPC, is responsible for the success of the school. The Director provides spiritual, educational, and administrative leadership to the school. The Director inspires, leads, and directs all phases of the school's operations, programs, budget, and personnel in accordance with the guidance and policies established by LPC Preschool/Daycare Team. The Director fosters a distinctively Christian philosophy of education and promotes a school ethos of caring and partnering with parents in ministry to their children. The quality of the program should be aimed toward high moral and academic standards and maintain compliance/certification with Ohio Department of Jobs and Family Services (ODJFS) requirements. The Director leads and supervises all teachers, staff, and volunteers serving in this ministry.

QUALIFICATIONS:

Must be a Christian seeking to live as a Christ-follower in attitude, speech, and actions toward others. Prefer a bachelor's degree from an accredited postsecondary institution; or a minimum of five years of early childhood education experience, and three years of administrative experience. Must meet ODJFS licensing requirements. Must have the knowledge, skill, and ability to lead adults and relate to children. Must have good written and spoken communication skills and good organizational skills.

PRINCIPAL DUTIES:

1. Administrative: (40%)
 - a. Maintain awareness and compliance with all ODJFS licensing requirements.
 - b. Monitor school facilities and alert responsible parties regarding health, safety and security issues associated with school grounds, buildings, and equipment.
 - c. Oversee ODJFS inspections and remedy any non-compliance findings.
 - d. Maintain accurate student records.
 - e. Maintain a waiting list and handle enrollment of new students.
 - f. Conduct pre-enrollment interviews with parent(s) and children.
 - g. Organize class lists, assign teachers, and maintain ODJFS ratio guidelines.
 - h. Annually review and update the Parent Handbook.
 - i. Maintain open and timely communication with parents.
 - j. Document academic and behavioral issues and work with teachers and parents to resolve.
 - k. Connect parents to outside agencies for assistance as needed.
 - l. Oversee Step-Up-To-Quality rating system.
 - m. Oversee monthly fire drills, seasonal alert drills, and quarterly intruder drills.
 - n. Attend periodic meetings as scheduled by the LPC Preschool/Daycare Team.
 - o. Create, maintain, and communicate the school calendar.
 - p. Supervise the school Financial Officer and ensure internal financial controls are followed.

- q. Provide oversight and assistance to the Playschool Director for ODJFS licensing and mission collaboration between the Playschool and Preschool.
 - r. Establish and maintain community connections in Lebanon.
2. Program: (30%)
- a. Facilitates and fosters relationships with LPC to help implement Christian discipleship materials and programming.
 - b. Oversees curriculum selection and implementation. Coaches teachers on lesson planning and teaching techniques. Is a resource in helping teachers meet curriculum goals.
 - c. Oversees compliance to Ohio Department of Education Preschool Content Standards.
 - d. Serve as a substitute teacher in the event of a staffing shortage.
 - e. Assists teachers in planning and conducting school programs and events. i.e. Orientation, Graduation, etc.
3. Personnel: (30%)
- a. Set and manage employees' regular work schedules.
 - b. Develop and train a pool of competent substitute teachers and volunteers.
 - c. Accept employment applications and interview prospective candidates; recommend hiring selections to the LPC Personnel Committee.
 - d. Observe classroom teaching/management and perform annual Performance Evaluations.
 - e. Conduct periodic staff meetings.

SUPERVISION:

This is a salaried, full-time, exempt position that reports to the Senior Pastor of LPC.