

First Baptist Church Ellijay
Position Description

POSITION TITLE: Weekday Education Director

REPORTS TO: Senior Pastor and Weekday Education Committee

SUPERVISES: Assistant Weekday Education Director (if position is filled), other staff

POSITION SUMMARY

The Director ensures a quality Weekday Education Center by providing effective programs, referral services to parents, and supervision of the day-to-day implementation of the programs. The Director recruits, hires, and assists people to work to their capacity in the Center.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Regarding the Weekday Education Committee

- Attends committee meetings.
- Prepares budget projections for approval and recommends fiscal policy.
- Ensures compliance with policies set by the Weekday Education Committee.
- Makes personnel recommendations to the committee, including employment, salaries and termination-if-needed.

Administrative

- Ensures the preparation of protocols and policy manuals.
- Develops record-keeping and data-retrieval systems for effective administration and the operation of the programs.
- Develops, implements, and monitors curriculum.
- Supervises the operation of the facility on a day-to-day basis.
- Oversees the financial accounts and protocols; monitors accounts receivable, accounts payable, and cash flow; calculates, and prepares payroll checks.
- Ensures that payments for tuition are received and posted correctly and that parents are notified regarding late charges..
- Oversees the purchase of supplies, materials, and equipment, and ensures that they are within budget guidelines.

Personnel Administration

- Interviews job applicants, checks references, does criminal background checks, and hires staff as needed.
- Encourages teachers to attend professional conferences and workshops.
- Ensures completion of weekly lesson plans.
- Maintains, and keeps secure, personnel files.
- Works with dietary staff to ensure that the food program is meeting the nutritional needs of all children.
- Assigns teachers to specific positions and acquires substitutes as needed.
- Provides registration materials for parents. Coordinates registration and enrollment procedures and enrolls children.
- Interviews and conducts tours for prospective families.
- Maintains a waiting list of potential students.
- Maintains, in a secure fashion, children's records including immunization forms, application forms, attendance records, field trip permission, release forms, conferences with parents, accident reports and medication sheets.
- Confer with parents who express complaints or concerns verbally or in writing. Meets with any parent whose child is experiencing difficulty or whose child is targeted for intervention, be it medical, educational or psychological. Monitors communication between teachers and parents.
- Prepares and delivers a monthly newsletter for parents.
- Attends weekly church staff meetings and quarterly church conferences for coordination of programs.

POSITION SPECIFICATIONS

Skills and Knowledge

- Being an active member of First Baptist Church, Ellijay, Georgia is preferred.
- Loves and has concern for both children and adults.
- Has a basic knowledge of child development and basic administrative skills.
- Knows how to meet requirements for age-group curriculum, safety, health and nutrition; able to recruit and guide staff as well as dismiss; oversees the physical plant; works with parents; coordinates with other church programs and collaborates with other community agencies.

- Education: Bachelor's degree, preferably in early childhood, child development, early education, social work, or related fields, with additional training in preschool leadership and business/management fields.
- Minimum of one year's practical experience in an acceptable preschool situation, and experience in an administrative-type position.