

Director Daycare – Preschool

Position Overview

The primary role of the Director is to lead a ministry-centered, developmentally appropriate preschool and childcare program. The Director will be the face of the center, set an upbeat and cheerful tone for families and teachers alike, be able to lead, supervise and act as a role model to the teaching teams through communication and collaboration. Actively support and live out the vision, mission and values of the school.

Spiritual Qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Is active in a Bible-believing church whose Statement of Faith is consistent with LCS
- Accept & support Lakeview Christian Schools Statement of Faith, Vision, Mission, and Values.
- Maintains a high degree of confidentiality regarding all aspects of the school finances, and personnel.

Child Care Responsibilities and Job Duties

Team Collaboration and Staff Development

- Serve as the organizational leader, maintaining professional relationships with Lakeview Christian School (LCS) administration, staff and church leadership and staff.
- Manage and support teaching staff and promote their professional development
- Responsible for hiring: developing job descriptions, interviewing candidates, oversee the onboarding process to include LCS mission, policies and procedures
- Responsible for monitoring, evaluating, supporting, coaching and disciplining the staff
- Observe teachers and advise on their classroom management: engagement with students, collaboration with staff, curriculum development and implementation, parent relationships and communication
- Conduct performance reviews of staff in accordance with LCS policies and procedures
- Remain current on qualifications, certifications, daycare standards and procedures, and actively conduct ongoing staff training in accordance with such standards
- Identify personnel problems and take appropriate action as necessary.

Curriculum Development and Oversight

- Work with the Assistant Director and staff to develop an appropriate age-specific curriculum.
- Establish and maintain proper classroom expectations for student/staff behavior, learning expectations and outcomes
- Create an environment where staff take initiative to create a student-centered, growth-oriented, and assessment-based classroom
- Review student assessments and establish differentiated learning opportunities with staff for students to succeed.

Health and Safety

- Ensure that center facilities are a safe and clean environment for children

- Implement the center's emergency plan, train staff, conduct drills as necessary
- Ensure student, staff, and building safety
- Collaborate with LCS dietary staff in the planning and preparation of nutritionally-sound daily snacks and meals
- Train staff on health related issues including food allergies, administering first aid, CPR, medication, and health related procedures or conditions that may arise
- Effective and timely communication with parents or guardians about safety concerns that affect the center, accidents that have occurred, and other necessary information about the child.

Parental Communication and Involvement

- Serve as the face of the school, managing communication with parents and the community.
- Develop and evaluate policies for communication
- Partner with parents/guardians for ongoing academic or behavioral modification in a sensitive and appropriate manner
- Oversee accurate record keeping of all student files (SIS) and communications with parents.

Business Management

- Responsible for developing, managing and adhering to the annual operating budget in collaboration with LCS Head of School.
- Oversee student to staff ratios in classrooms
- Oversee the annual preschool calendar and community social events
- Evaluate and purchase materials, equipment, and supplies

Student Recruitment and Retention

- Meet with parents of prospective students to determine whether the school is a good fit for the family.
- Oversee the development of marketing, enrollment materials, and communication plans for prospective students.
- Collaborate with Lakeview Christian School (LCS) and Lakeview Wesleyan Church on community events to promote LCS daycare/preschool to prospective families.

Other duties as assigned related to the position

Qualifications

Keep the same

Skill Set

- Excellent written and verbal communication skills.

- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills
- Friendly and approachable demeanor.
- Computer proficiencies to include Microsoft Office Suite, QuickBooks.
- Skill in recruitment of new families
- Knowledge of Indiana State Licensing requirements
- Strong fiduciary background