

JOB DESCRIPTION
GOD'S HOUSE KINDERGARTEN
DIRECTOR OF KINDERGARTEN AND DAYCARE

The Director is responsible for setting an appropriate, supportive atmosphere reflecting God's love. The director works closely with the teachers and her assistants to inspire and maintain a creative and excellent academic and spiritual environment.

STAFF RELATIONSHIPS

The director is responsible to the GHK Board of Directors as created by the Session of Altadena Valley Presbyterian Church (AVPC).

The director is responsible for all GHK teachers, secretary, cook, aides, and substitutes. The director is also responsible for working with the AVPC Financial Administrator as required.

QUALIFICATIONS

1. Must be a member of Altadena Valley Presbyterian Church, or willing to become a member after hire. **In rare cases**, exceptions to this qualification can be made on a case-by-case basis, at the discretion of the AVPC Session. However, if not a member, the Director must be a Christian who agrees — both Biblically and theologically — with the beliefs, values, mission, and vision of Altadena Valley Presbyterian Church, as determined by the AVPC Session.
2. Must have a Bachelor's Degree in Early Childhood Education (or related field), or meet the Department of Human Resources criteria for Kindergarten Director.
3. A minimum of two years experience teaching preschool children is desirable.
4. Basic knowledge of child development and age-appropriate curriculum, safety, and health
5. Basic administrative skills
6. Skilled in working with, and relating to, both adults and children.
7. Ability to recruit and guide staff, as well as recommend dismissal when necessary. (For specifics, see Policy and Procedures Manual)
8. Ability to work with the AVPC Financial Administrator to oversee preparation of the annual GHK budget, and administer the budget as required.

RESPONSIBILITIES

1. Recruit and interview prospective staff, including teacher substitutes. Make recommendations to the GHK Board regarding employment of teaching staff.
2. Maintain and provide to staff a list of approved substitute teachers.
3. Supervise teachers in carrying out the daily program and lead in regular guidance and scheduled evaluations of the program. Approve daily lesson plans. Visit classrooms at different times of the day (i.e. Bible time, art time, teaching time, etc.), working with teachers, giving encouragement and guidance as appropriate.
4. At least two weeks prior to the beginning of the school year, meet with the teachers of each age level to develop the upcoming year's plan.
5. Meet with teachers to secure and plan calendar.

6. Orient teachers, aides, and substitutes regarding policies and procedures, following up as needed.
7. Provide and distribute to teachers class rolls and all forms (field trips, etc.) needed during the year, and be responsible for maintaining originals for student files.
8. Attend parent/teacher conferences as requested by teacher or parent, or as circumstances dictate.
9. Conduct a morning prayer time and staff meetings.
10. Develop and maintain staff personnel files available to GHK Board and Director, to include (but not limited to):
 - 1) References verification, as required in the Policy and Procedures Manual
 - 2) Pertinent medical information
 - 3) Regular evaluations following policies and procedures, including a record of suggestions and comments made to teachers during the ongoing observations
 - 4) Other pertinent data
11. Make available to teaching staff current articles and publications on early childhood education.
12. Meet with the assistants on a regular basis for ongoing coordination of the ministry.
13. Conduct various programs and orientation for parents.
14. Prepare a monthly column for the Kinder Kapers newsletter on topics of interest to parents (i.e. Christian family relationships, developmental education, things happening at God's House, etc.).
15. Develop and maintain all legal and necessary files, including incident reports, for both kindergarten and daycare students.
16. Report all needed repair and maintenance needs to the AVPC/GHK Facilities Manager or the Diaconate of AVPC. All emergency work should be taken care of as the need arises, with appropriate reports to follow.
17. Maintain a current knowledge of early childhood education methods through variety of the following methods:
 - Professional reading
 - Professional meetings, seminars & workshops
 - Thorough knowledge of all revisions to Minimum Standards for Day Care Centers and Nighttime Centers.
18. Handle children's discipline situations when teachers are unable to resolve them, up to and including possibly calling the parents, meeting with the parents, and possibly dismissal if needed.
19. Organize and prepare for the Spring Art Show. Director will need to recruit GHK parents and AVPC members to be in charge of the Spring Art Show, and coordinate with them as needed. Work with music teacher to plan Christmas and Spring Programs. Recruit GHK parents and AVPC members to plan the receptions after the programs.
20. Attend regular GHK Board meetings. Identify possible new Board candidates as needed from GHK parents or AVPC church members.
21. Evaluate staff yearly.
22. Plan and organize the one-day August orientation day for all employees.
23. Apply for church-exempt status from DHR in July of each year.
24. Make sure GHK is in compliance with Jefferson County Health Department.
25. Meet with the GHK Finance and Personnel committees when needed.

26. Oversee administration of Brightwheel software by the AVPC Financial Administrator, and other staff, as needed.
27. Organize and oversee annual student registration for both the kindergarten and daycare, and oversee acceptance and enrollment of other students throughout the year as required.

FINANCIAL RESPONSIBILITIES

While the AVPC Financial Administrator is ultimately responsible for the internal control over the assets and financial records of GHK, the Director will need to work closely with the AVPC Financial Administrator to ensure smooth day-to-day school operations. The Director is also responsible to insure that all expenditures stay within the approved budget for the year. If she is unable to adequately supervise the financial activities, she should inform the Finance Committee of the Board of Directors so that the situation can be corrected. The Director's specific responsibilities include:

- 1) Be familiar with the financial systems used by the Financial Administrator, including Bill.com/DIVVY, Brightwheel, ADP, ApprovalMax, and any others as required.
- 2) Maintain signature authority on all bank accounts.
- 3) Approve all third-party vendor reimbursement requests and staff credit card expenditures, only after reviewing documentation backing up the expenditure. Director retains all final approval authority for third-party vendor reimbursements and staff credit card expenditures.
- 4) Submit credit card expenditure reports for Director's job expenses through DIVVY system. If credit card is lost or stolen, Director must report card as lost or stolen immediately.
- 5) Oversee custody and accounting of petty cash.
- 6) Bring scholarship requests to the Board with a recommendation.
- 7) Ensure that all Brightwheel billing plans accurately reflect student enrollment.
- 8) Ensure that Brightwheel student records database is kept up-to-date.
- 9) Work with the AVPC Financial Administrator to ensure that delinquent accounts are handled appropriately, per the Policies manual. If accounts are delinquent for more than one month, Director may need to call parents to resolve their account.
- 10) Review and approve payroll hours each month in ADP, prior to Financial Administrator submitting payroll to Chaney & Associates.
- 11) Verify PTO benefits earned monthly.
- 12) Review and approve PTO benefits paid out in May.
- 13) Determine benefits package available to each staff member, and coordinate with the Financial Administrator to make sure those benefits are reflected appropriately in ADP and other systems as needed
- 14) Work with the GHK Financial Administrator and Personnel Committee to set salaries for the following year ahead of final budget approval.
- 15) Work with AVPC Financial Administrator to write contracts for employees.
- 16) Work with the AVPC Financial Administrator to create an annual budget covering all areas of kindergarten and daycare operations. The Director will also work with the Financial Administrator to administer the budget as approved, or as modified by the GHK Board and AVPC Session.