



Main Street Day Care & Preschool Board

A ministry of
Main Street United Methodist Church
202 North Main Street
Suffolk VA 23434
(757) 539-3431

Main Street Day Care/Preschool Job Description for Program Director

Spirituality: To continue the mission and purpose of Main Street United Methodist Church, the Program Director must profess Jesus Christ as Lord and Savior. The Program Director must be actively involved in a church.

Qualifications:

- The Program Director must be at least 21 years of age and have completed one of the following:
- A graduate degree in a child-related field such as, but not limited to, elementary education, nursing, or recreation from a college or university and six months of programmatic experience
- An endorsement or bachelor's degree in a child-related field such as, but not limited to, elementary education, nursing, or recreation from a college or university and one year of programmatic experience
- At least 48 semester hours of undergraduate level courses of which 12 semester hours are in child-related subjects from an accredited college or university.
- At least 3 years of *programmatic experience in group care of children with a preference of 1 year in a supervisory position
- Meet or exceed qualifications as written in the Minimum Standards for Child Care in the Commonwealth of Virginia handbook found at www.dss.virginia.gov
- The Program Director must have the ability to manage both people and resources honestly, efficiently and graciously with evidence of emotional maturity and stability.
- The Program Director must have competency in written and oral English with the capability of using computer programs as required for this position.

**Programmatic experience* means time spent working directly with children in a group that is located away from the child's home. Work time shall be computed on the basis of full-time work experience during the period prescribed or equivalent work time over a longer period. Experience settings may include but not be limited to a child day program, family day home, child day center, boys and girls club, field placement, elementary school, or a faith-based organization. Programmatic experience shall be obtained in a facility that offers a staff training

program that includes the subject areas of first aid, human growth and development birth to age 12 years, and behavioral management of children with medication administration preferred.

Accountability: The Program Director is responsible to the Day Care/Preschool Board of Directors with accountability to the Senior Pastor of this church.

Function: To manage all facets of the weekday child development program for the Day Care/Preschool, in accordance with current state licensing regulations and church policies.

Responsibilities will include, but are not limited to the following:

Daily Operations

- State Licensing Regulations to be followed.
- Health Department Regulations to be followed.
- USDA Regulations to be followed.
- Fire Department Regulations to be followed.
- Staff schedules including vacations, sick time, etc.
- One of the three: Director, Assistant Director or Director Designee must be present in the facility during operating hours (6:30am – 6:00pm).
- One of the three: Director, Assistant Director or Director Designee must open or close this facility.
- Greeting parents and dealing with concerns or needs.
- Mediating issues (parental and staff).
- Supervising teachers and aides.
- Prospective parent tours.
- Inspection of facility (inside and outside).
- Staff discipline.
- Children's discipline.
- New family intakes.

Weekly Duties

- Curriculum planning.
- Lesson plan check.

Monthly Duties

- Attend church staff meetings.
- Team meetings with staff.
- Attends and reports at the Day Care/Preschool Board of Directors meeting.

Other Duties

- Staff Training and development.
- Provide CPR/First Aid training.
- Attend Directors' meetings with other agencies and facilities.
- Interviewing and recommending to the Board of Directors prospective staff.

- Auditing files.
- Budget preparation.
- Staff handbook updates.
- Parent handbook updates.
- Back up financial reporting.
- Keep abreast of developmental research and professional knowledge.
- Be at work on time.
- Conveys performance of staff and gives regular feedback.
- Implementation of a quality program that supports the mission of Main Street United Methodist Church.
- Accurate and timely completion of reports.
- Reports problems in program or center to the Board of Directors.
- Serves as a professional role model for staff, parents, the church and community.
- Attend planned events of the center (day, evening, night and/or weekend).
- Is organized and productive.
- Maintains confidentiality.
- Knowledge of community services as they may affect or be needed by parents, children and staff.
- Plans regular events for parents.
- Scheduling and training substitutes.
- Performance of other duties may be requested by the Board of Directors.

Evaluations: The Program Director will be evaluated by the Senior Pastor and the Chair of the Board of Directors (or designee) on or before June 30 of each year.