

Centreville United Methodist Church
Position Description
April 2021

Position Title: Director of Centreville Day School
Employment Status: full-time
Reports to: Pastor

Chief Objective: To provide a secure, child focused Christian learning environment designed to foster cognitive, spiritual, social, and physical growth.

Qualifications: Must meet requirements from Standards for Licensing Child Day Centers of the Commonwealth of Virginia as well as:

- Love of little children and their parents, and must be comfortable working with multicultural community
- A passion for Christian based education
- Minimum of a bachelor's degree, child related field preferred
- At least one year of experience working in a preschool/child day center
- At least six months of programmatic experience that required supervising, orienting, training, and scheduling staff
- Management experience in planning, budgeting, staffing and monitoring or educational equivalent
- Must be at least 21 years old

Responsibilities:

Operations:

1. Handle all matters and maintain all records related to the administration of Centreville Day School (CDS).
2. Ensure that CDS and Centreville United Methodist Church (CUMC) are in compliance with all licensing regulations of Fairfax County and the Commonwealth of Virginia.
3. Define (with preschool committee) educational goals and policies of admission, attendance, and tuition.
4. Supervise safety and security of students.
5. Maintain all records for students.
6. Maintain all logs to include emergency evacuation drills, incident/injury reports, and authorized medications given.
7. Keep informed of the school and the church's legal responsibilities and liabilities; review insurance policy yearly. Arrange for yearly Fire Safety inspection and ensure compliance.

8. Maintain and conform to all written permission notes for pick up and all court ordered custody arrangements.
9. Maintain an advertising and public relations program throughout the year:
 - A. Develop the school's information brochure.
 - B. Talk to parents of prospective students and conduct tours.
 - C. Hold an "Open House" evening prior to registration.
 - D. Conduct registration.
8. Structure classes and maintain an active waiting list.
9. Maintain active parent-school-church relationships through orientation, conferences, monthly classroom newsletters, educational programs, coffees, and parent handbook.
10. Contact educational agencies to help children who have special needs, and maintain a referral system.

Planning:

1. Plan the yearly school calendar.
2. Plan for the educational program with the CDS teachers.
3. Plan for the orientation of students.
4. Plan for the evaluation of students in relation to their school progress.
5. Plan all special programs and field trips.
6. Plan all teacher schedules for shared space to include music, playground, and indoor play.

Staff (Centreville Day School):

1. Prepare job descriptions and staff manual.
2. Recruit applicants to fill staff vacancies. Hire staff as needed.
3. Arrange for substitutes.
4. Ensure that all staff records are complete and up to date. Maintain all personnel records.
5. Conduct regularly scheduled staff meetings.
6. Assist staff in preparing daily, weekly, and yearly plans.
7. Plan and implement procedures for keeping accurate classroom records.
8. Supervise the management of classroom schedules.
9. Act as liaison between staff and Centreville Day School Committee (CDSC).
10. Build a positive culture and team spirit among the CDS/CUMC staff

Facility/Site Management:

1. Plan and equip indoor space.
2. Plan and equip outdoor space, to include yearly renewal of resilient surface.
3. Arrange for repairs and maintenance.
4. Check equipment for safety and arrange for replacement as necessary.

Finances:

1. Prepare the annual budget with the CUMC Finance director and the CDSC.
2. Operate the school within the budget.
3. Generate monthly invoices to families & follow up on payments made/missed
4. Provide weekly deposit details to CUMC Finance director
5. Purchase equipment and supplies.
6. Authorized to sign CDS checks along with Finance director.

Personal:

1. Maintain current state approved CPR, First Aid, AED and Daily Health Observation and Medication Administration Training certification.
2. Renew TB (PPD) test every two years. Must be negative.
3. Complete at least 16 hours of state approved continuing education each year.

Committee Assignments:

1. CDSC; required to attend quarterly meetings
2. Children's Council – bi-monthly
3. Security Working Group

Physical Demands:

1. Must be able to lift young children, up to 30 pounds.
2. Must be able to move light weight equipment, such as tables and chairs.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the church.

Salary - \$35,000 - \$55,000 based on experience

Benefits – health and dental insurance, pension, life insurance, long-term disability