

## Director of Schools

(Northwood Presbyterian Church Kids' Corner Preschool/NCC Before/After School Program)

### Purpose

To provide Christian Leadership, direction and daily support to the teaching staff, aides, children and parents involved in our fully NAEYC accredited and Pinellas County licensed preschool, VPK program and before/after school program serving children enrolled at Leila Davis Elementary School.

### Director's Requirements

1. The Director must have a degree in Elementary or Early Childhood Education or a degree in any field with a state teaching certificate for the appropriate age. Prior experience in a Director's role as well as in management is a plus. The Director is required to have the licensing board's **Director's Credential, Staff Credential and the VPK endorsement from the Early Learning Coalition in order to be considered for this position.**
2. The Director must present evidence of a clear Class 2 Background check.
3. The Director will interface with:
  - a. Pinellas County License Board, PCLB: This is the County Agency that operates under the Office of Pinellas County Health Department and also with DCF. The requirements for this are listed in PCLB licensing Manual as well as on-line.
  - b. Early Learning Coalition, ELC: This is the Agency that operates the Voluntary Pre-Kindergarten VPK for the Office of Early learning which is a Department of the Florida Dept. of Education. The Director will also need to have the VPK Standards Training and the "Teaching Strategies Gold" Training in order to administer the 2 VPK Assessments and the 2 "Teaching Strategies Gold" assessments that are required by the State every year. These assessments must be done or the school will not be allowed to run a VPK program for 5 years.
  - c. National Association for the Education of Young Children (NAEYC) our accrediting body.
  - d. Parents, children and our community.
  - e. The staff, members and lay leadership of the church.

The Director is responsible to the Head Pastor, Human Resources Ministry Team and the School Board Ministry. Monthly reports and attendance at the School Ministry Team meets are required.

### Operating Hours and Responsibilities:

Kid's Corner 8:00 a.m. to 2:30 p.m., 10 months

Before/After Program 7:00-8:30 a.m. and 2:30-6:00 p.m. during school year

1. Greet children and families during preschool drop off and pick up

2. Provide input for preparation of the budget and manage expenses for schools program
3. Facilitate the collection of tuition and all fees; coordinate with the Church financial office that provides the accounting function.
4. Hire an effective and qualified staff (NPC reserves the right to deny employment)
5. Maintain an effective and professional staff through, staff meetings, training opportunities and requirements, support with substitutes and assistance in additional education, such as scholarship opportunities, etc.
6. Coordinate special programs, such as fundraisers, joint functions with the church, open houses, etc.
7. Responsible for all updates to the parent handbook, yearly registrations, and notifications to parents and to Northwood
8. Responsible for all contracts and accreditation renewals as set forth by the State of FL Pinellas County and NAEYC (National Association for the Education of Young Children)
9. Responsible for assuring all children's files are up to date and in compliance
10. Responsible for all purchasing of supplies for operation of the program
11. Provide a children's chapel program with support from church staff
12. Attend church staff meetings
13. Write articles for the various church publications, so that the church congregation is aware of the workings of the school program
14. Attend School Board Ministry meetings the 2nd Monday of every month, (except July and December) as a non-voting member, to discuss all aspects of the school program
15. Submit any changes in staff and established policies or procedures to the school's Ministry Team and Human Resources Committee for Session approval
16. Responsible for renewal of insurance annually with the business administrator
17. Hold monthly fire drills, emergency preparedness and lock down drills
18. Submit time sheets for all staff every two weeks verifying hours worked
19. Responsible for curriculum selection and instruction in regard to the state standards and county requirements
20. Plan a year's calendar with events, registration, conferences and assessments and submit forms to list these events on the church calendar
21. Evaluate every staff member's performance yearly
22. Participate in community events in compliance with NCEYC accreditation standards

Compensation commensurate with experience and credentialing. Range \$40,000-\$45,000 + comprehensive health plan, 403B contribution and paid time off.

Interested individuals should send cover letter, resume and evidence of the required credentials to [northwoodpcsearch@yahoo.com](mailto:northwoodpcsearch@yahoo.com). No phone calls, please.