

Job Description – Director of Weekday School

Job Qualifications

Crosby United Methodist Weekday School (WDS) looks for the following qualities in all staff members:

Personal and Relational:

- Recognizes themselves as a child of God with a unique calling to serve God through teaching young children
- Respects that all other people are children of God
- Continually seeks opportunities to grow spiritually
- Listens with an open mind and accepts the individuality in others
- Communicates effectively
- Builds relationships by being cooperative, trustworthy, trusting, gentle, and forgiving
- Demonstrates fairness, consistency, and the ability to establish appropriate boundaries

Professional:

- Equally loves, accepts, appreciates and cares for all children
- Believes that everyone can learn
- Reflects an openness to new ideas and change
- Encourages creativity
- Pursues excellence
- Integrates faith into all activities
- Demonstrates enthusiasm and commitment to the WDS ministry
- Continually seeks opportunities to grow professionally
- Meets the Child Care Regulation (CCR) requirements for employment as a director in a childcare center

Knowledge:

- Demonstrates knowledge of and the ability to apply the principal stages of child development to classroom teaching strategies
- Knows and understands the developmental stages of faith of children and incorporates this knowledge into classroom activities
- Demonstrates knowledge of how to plan, organize, structure, and assess activities compatible with the needs, interests, and abilities of children
- Uses love and discipline in guiding children's behavior

In addition, all applicants must:

- Meet all qualifications for employment as outlined in the CCR Minimum Standards for Child Care Centers
- Consent to and pass all criminal history and background checks as required by CCR and Crosby United Methodist Church (CUMC).

Duties and Responsibilities

- Solicit and interview applicants for employment when needed
- Hire employees upon approval/recommendation of the WDS Board of Directors (Board)
- Train all new employees in accordance with CCR Minimum Standards
- Request and/or submit all background checks on new, existing and prospective employees as required by CCR and CUMC
- Maintain all required documents in employee files
- Ensure employee compliance with CCR training requirements
 - Document all training in employees' file
 - Arrange for employee attendance at conferences
 - Provide opportunities for in-house and/or self-training
- Arrange in-service training, meetings, and workdays prior to and after each school year
- Supervise all employees' activities
- Work with teachers and staff to plan the yearly calendar, including special events
- Supervise planning and implantation of program curriculum

- Ensure teachers are preparing, submitting, and following lesson plans in accordance with procedures
- Provide any support needed to teachers and other staff
- Find and prepare substitutes when teachers are absent
- Conduct regular staff meetings
- Evaluate staff on an annual basis
- Prepare annual WDS budget for approval by Board
- Prepare periodic income statement and budget/actual comparison
 - Provide monthly CUMC Finance Committee
 - Provide quarterly to Board
- Maintain all WDS financial records, including
 - Student accounts and other receivables
 - Payroll, including paying employees in accordance with pay procedures
 - Accounts payable
 - Monthly bank reconciliations
- Manage all payroll related liabilities, including
 - Monthly payment of payroll liabilities
 - Quarterly filing of payroll tax reports
- Manage billing, collection, and deposit of all student payments
- Purchase supplies, curriculum materials, and equipment as needed
- Prepare and make available WDS enrollment packet each spring for the next school year
- Manage enrollment of new students
 - Ensure all forms have been properly completed and submitted
 - Ensure all registration fees and tuition pre-payments have been received
 - Ensure all students have complied with all CCR enrollment requirements
- Prepare, distribute, receive and evaluate Parent Surveys at the end of each school year
- Prepare class rosters prior to the beginning of school
- Responsible for the daily operation of the WDS program
- Prepare and lead daily Round-Up sessions each morning
- Prepare and lead weekly chapel service
- Prepare and distribute a monthly school newsletter and calendar
- Assist with daily drop off and pick up of students
- Work with parents to resolve any problems, questions, or concerns
- Communicate regularly with parents via notes and emails to keep them updated on school events
- Assist teachers and staff with any student discipline issues
- Ensure WDS is in compliance with CCR Minimum Standards in all areas at all times
- Implement and document fire drills and severe weather drills as required
- Inspect playground on a monthly basis and document on Playground Safety Checklist
- Complete the Daily Building & Grounds Checklist
- Keep abreast of any bulletins and notices issued by the United States Consumer Product Safety Commission regarding recalls of any children's products and document yearly compliance annually on Children's Products Certification form
- Request and work with companies/officials to obtain all required inspections
 - Fire alarm
 - Harris County Fire Marshall
 - Harris County Health Department
 - Gas line
 - Fire extinguishers
- Maintain documentation of all drills and inspections for review by officials as needed
- Coordinate use of classrooms and common areas with other CUMC staff for church events
- Attend and report on WDS at monthly CUMC Administrative Council meetings as needed
- Work with CUMC Trustees regarding any maintenance or building requirements
- Arrange, attend, and report at WDS Board meetings on at least a quarterly basis or as needed
- Maintaining the classrooms, storage room, closets, and cabinets in a neat and orderly manner

- Maintaining the school library and teacher resource library in a neat and orderly manner, including a database of books

In addition:

- All WDS staff should be willing to work in a cooperative and professional manner with all children and their families, all other WDS school staff, all CUMC staff, and staff from governmental agencies.
- All WDS staff must know and meet all training requirements as outlined in the Employee Handbook.
- All WDS staff are responsible for reading and following:
 - WDS Employee Handbook
 - CCR Minimum Standards for Child Care Centers
 - Parent/Student Handbook

The Director will report to the CUMC Board of Stewards and CUMC pastor.

The above statements are intended to describe the general nature and level of work to be performed by a director. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Other duties may occur in the course of the day and should be considered as a part of the requirements of the position.