



## Job Description

- Title:** Director of the Methodist Day School
- Department:** The Methodist Day School
- Position:** Full Time Exempt
- Support:** Along with First UMC pastors and his/her fellow staff members, the Director of the Methodist Day School will personally support First UMC's **CALLING** to:

***Make disciples of Jesus Christ for the transformation of the world.***

In addition, he/she will honor the following **CORE VALUES** OF First UMC, Angleton:

- ***Loving God***
- ***Growing Together***
- ***Serving Others***

### **Job Summary**

The Director supervises and guides staff members of the school in the performance of their job responsibilities and assumes final responsibility for keeping the school safe, attractive, sanitary and in compliance with governing and licensing agencies. The Director plays a crucial role in ensuring the smooth day-to-day operation of this child-care center by balancing business concerns with what's good for children and by providing leadership and direction to the caregivers responsible for providing safe and healthy care for the children.

### **Skills/Qualifications:**

- Active member of a Christian community of faith.
- Bachelor's Degree from an accredited college with 12 college credit hours in child development and six college credit hours in management.
- Minimum of four years of experience in the field of education, with additional administrative experience
- Background of successful experience in community relations
- The Board may waive any of the above qualifications as long as state mandated minimum standards are met.



**Job Description**

- Maintain a Christian atmosphere
- Operate the school within the approved budget
- Supervise staff, schedule and curriculum
- Maintain effective and regular communication with parents
- Attend necessary meetings, i.e., Board, staff and parents
- Interview prospective teachers and make recommendations to the Board
- Evaluate teacher performance
- Plan and implement procedures of accurate record keeping
- Supervise the registration process and place children in classes according to their needs and abilities
- Assure that the school meets and maintains licensing requirements
- Seek and evaluate innovative approaches to early childhood development
- Maintain a referral system for children with special needs
- Prepare a projected operating budget in conjunction with the School Board Budget Committee
- Other tasks as prescribed by the Board

I have read and received a copy of my job description. I understand what is expected of me.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPRC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_