

## Director of Northwood School Programs

### Purpose

To provide Christian Leadership, direction and daily Support to the teaching staff, aides, children and parents involved in the Church Pre-school

### Director's Requirements

1. The Director must have a degree in Elementary or Early Childhood Education. Experience in management is a plus. The Director is required to have the Director's Credential in hand. They will need a Staff Credential from the State of Florida. This is accomplished by having their transcripts sent to DCF (Dept. of Children and Families) whereby they will issue a Staff Credential. They will still be required to take 3 classes from DCF which are the following:
  1. Rules and Regulations
  2. Child Abuse
  3. Literacy
2. The Director must be able to pass a Class 2 Background check.
3. The Director will interface with these agencies:
  - a. Pinellas County License Board, PCLB: This is the County Agency that operates under the Office of Pinellas County Health Department and with DCF. There are 2 inspections a year to maintain a License. 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. They are also a source for referrals for any and all needs for children. 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 are required.

The Director is responsible to the Head Pastor, Human Resources Ministry and the School Board Ministry.

### Operating Hours of Programs & Responsibilities:

Kid's Corner Pre-school M-F 8:00 a.m. to 2:30 p.m.

Northwood Child Care M-F 7:00 a.m. - 8:15 a.m. and 2:00 p.m.- 6:00 p.m.

Northwood Summer Camp M-F 7:00 a.m. to 6:00 p.m.

1. To coordinate with the assistant director of the before and after and summer camp programs as far as planning and staffing.
2. Manage the preparation of the budgets for each of the 3 programs.
3. Responsible for collection of tuition, late fees and all financial responsibilities for the schools.
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 N.A.E.Y.C. (National Association for the Education of Young Children).
9. Responsible for maintaining all children's files to be up to date and in compliance.
10. Responsible for all purchasing of supplies through the different vendors.
11. To provide a children's chapel program.
12. Attend church staff meetings whenever possible
13. Write articles for the various church publications, so that the church congregation is aware of the workings of the schools' programs
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 programs.
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. Set up yearly fire inspection and hold monthly fire drills, emergency preparedness drills and lock down drills.
18. Submit time sheets for all staff every two weeks.
19. Responsible for curriculum selection and instruction in regard to the state standards and county requirements.
20. To plan a year's calendar with regards to events, registration, conferences and assessments and to coordinate these events with the Church Calendar.
21. Evaluate every staff members performance yearly.
22. To be a member of N.A.E.Y.C or whatever accreditation Kid's Corner is accredited by and to participate in some form of community event(s) to maintain Director's Credential.