

Policy:	Position Description for Preschool Director
Policy Number:	3025
Effective:	January 29, 2014
Date of Last Review:	January 29, 2014

PURPOSE

To provide a description of administrative responsibilities at Darren Patterson Christian Academy for the Preschool Director's position, and to specify professional growth and expectations for accountability.

3025 POLICY

3025.01 Title, Application, and Summary

Job Title: Busy Bees Preschool Director

Application: Administrator responsible for Darren Patterson Christian Academy's Preschool program.

Job Summary: Provide expertise and leadership for the Academy's preschool program, and support and leadership for other aspects of the Academy's programs, by supervising all aspects of preschool operations, including admissions and enrollment, faculty and staff, program and curriculum development, assessment, parent-school relationships, and community public relations; and fulfilling other duties as noted herein, in the *Employee Handbook*, or as assigned from time-to-time by the administrator of the school. This position reports to the Head of School.

3025.02 Qualifications

The Busy Bees Preschool Director at Darren Patterson Christian Academy must meet the following personal and professional qualifications:

- Clear, well-articulated biblical Christian testimony and lifestyle, evidence of consistent good moral character, and evidence of regular church attendance.
- Vision for biblically-centered education, and evidence of ability to integrate biblical thinking in all aspects of the preschool program.
- At least five years experience in early childhood programs, preferably in Christian settings.
- Academic credentials appropriate to the position; usually a Bachelor's degree or higher from a recognized college or university with appropriate emphases, life experience, or other evidence of qualification.

- Teaching or administrative credentials from either the State of Colorado or the Association of Christian Schools International, or concurrent progress toward such credentials. The administration or board may waive the requirements for certification based upon graduate degrees and experience.
- Director Qualification Letter for a Large Child Care Center from the Colorado Department of Human Services.
- Successful completion of the Association of Christian Schools International’s Philosophy of Christian Education course, or concurrent progress toward completion. The course must be completed no later than the end of the third year in administration at DPCA.
- Computer skills sufficient to accomplish the requirements of the position.
- Agreement with the Academy’s vision, mission, purposes, philosophy of education, policies, and Statement of Faith.
- Desire and ability to relate to, teach, and mentor students at the preschool level.
- Desire and ability to relate to, teach, encourage, and mentor faculty and staff at the preschool level.
- Desire and ability to build positive relationships with students, parents, and members of the larger school community.
- Physical ability to perform all duties normally required of school faculty and staff and administrators, and specific to the position as preschool Director. The school board may request documentation of physical ability.

3025.03 Specific Responsibilities

3025.03A Faculty and Staff, Program, and Student Responsibilities

Elements

Responsibilities

Faculty and staff and Staff Supervision and Development

- Observe, supervise, and evaluate preschool faculty and staff in the development and implementation of the preschool curriculum
- Prepare position descriptions and assist in hiring new faculty and staff for the preschool program as needed.
- Assist in the orientation of new faculty and staff members.
- Assist with the development of in-service training for school faculty and staff
- Meet regularly with preschool faculty and staff as determined with the head administrator.
- Serve as a resource for faculty and staff learning, improvement, and skill development
- Serve as a resource for faculty and staff with regard to school policy, policy implementation, biblical integration, student mentoring, classroom management, teaching methodology and technology, etc.
- Make objective recommendations for preschool faculty and

Curriculum and Programming	<ul style="list-style-type: none"> staff retention, termination, non-renewal, assignments, etc. • Provide professional growth opportunities for staff; ensure that staff and self have and maintain appropriate credentials including Pediatric CPR, First Aid, and Blood-Borne Pathogens training. • Develop comprehensive curriculum objectives for the preschool that connect with and supports objectives for grades K and following • Assist faculty and staff with assessments, curriculum mapping, and other tools to help ensure curricular and discipling objectives are being met. • Monitor overall preschool student progress and provide suggestions for improvement to teachers, administration, and board. • Monitor state and national standards for preschool curriculum, and research and incorporate ongoing best practices to ensure that DPCA continues to offer an appropriate curriculum for excellent academic development at the preschool level. • Schedule teaching assignments and daily programming. • Supervise the production of newsletters and other means of communication; ensure that communication with parents is frequent, easily accessible, joyful, and accurate. • Ensure that food served at school meets nutritional guidelines; communicate nutrition information to parents.
Students and Enrollment	<ul style="list-style-type: none"> • Teach preschool sections as determined. • Assist other teachers with student discipline, ensuring that <i>Parent-Student Handbook</i> policies are followed. • Develop and implement student discipline procedures and policies appropriate to preschool students. • Develop relationships with local community care providers; maintain a referral system for children with special needs. • Promote enrollment, create and maintain appropriate forms and procedures, and orient new and returning parents and students.

3025.03B Parent/Staff Relationships and Public Relations Responsibilities

Elements

Responsibilities

Parent/Staff Relationships

- Help set a positive tone with parents by regular communication regarding the preschool program.
- Encourage class visits, volunteering, and feedback to teachers

and Director.

- Supervise preschool staff communications with parents to ensure timely and positive content and fulfillment of teacher’s responsibilities for communication as noted in the faculty and staff position descriptions.
- Assist teachers in preparing for parent/teacher conferences as needed; attend “difficult” conferences as requested by teachers or parents.
- Assist teachers and other members of the school community with resolving conflicts with preschool parents or among staff members.

Community Public Relations

- Create and execute methods for communicating the values and strengths of the DPCA preschool program to the general public.
- Host preschool open houses and other similar events in consultation with the administrator.
- Assist the administrator with school-wide marketing efforts, ensuring that preschool strengths and programs are well-represented.
- Assist in representing the school to area clubs, churches, etc.
- Aid DPCA in its efforts to create new friendships, enlist prayer support, attract new families and students, and encourage financial support

3025.03C Professional Development Responsibilities

Elements

Responsibilities

Professional Goals and Growth

- On a yearly basis, establish goals for professional development in two or more of the areas of academic supervision, teaching, student mentoring, research/learning, and biblical study.
- Attend ACSI convention(s) as available.
- Attend other professional meetings or seminars, do research, write articles, give presentations, create a new course or new presentation materials, or engage in other activities that lead to accomplishing yearly goals.
- Engage in staying current in specific administrative or public relations subjects, child and/or youth cultural issues, teaching research and practice, and cultural/biblical issues

Peer and Staff Consultation and

- At least once annually, participate in peer consultations, share knowledge and techniques with peers.

- Collaboration
- Participate in study, discussion, and other opportunities for collaborative growth and leadership within the school community.
 - Take an active role in working with others on staff to improve the quality of service to parents and students. Note for discussion and bring to the attention of other staff members areas of practice that are not effective. Look for opportunities to capitalize on other's strengths.
- Evaluation
- Participate in self- and supervisory evaluations as scheduled. Use to adjust goals, modify methods, clarify purposes, and improve skills.

3025.03D General Administrative/Staff Responsibilities

- General Administrative
- Maintain contact and relationships with State and local regulatory agencies and inspectors.
 - Ensure the preschool conforms to health, safety, and licensing requirements.
 - Develop and maintain emergency procedures and protocols and schedule emergency drills.
 - Development and maintain preschool policy; update policy statements wherever published as needed.
 - Work with preschool students and parents seeking enrollment.
 - Maintain accurate and complete preschool student records, including academic progress, immunization, health, and special needs records.
 - In consultation with the financial office, maintain accurate personnel records.
 - Schedule substitutes for teachers and staff when needed; maintain a pool of appropriate substitutes.
 - Keep the head administrator informed of all issues, needs, and general operations of the preschool.
 - Conduct oneself professionally and ethically at all times in accordance with the guidelines noted in the *DPCA Employee Handbook* and the employee contract.
 - Be publicly supportive of board and administrative decisions.
- Fiscal and Financial
- Work with the head administrator to manage preschool budgets and expenditures.
 - Purchase equipment and supplies
 - Collect enrollment fees and tuition payments
 - Keep accurate records of all financial receipts and transactions, and report to the bookkeeper at least twice

monthly.

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| Building and Grounds | <ul style="list-style-type: none">• Notify the head administrator of facilities and grounds needs and needed repairs.• Supervise custodial services in the preschool building.• Manage supplies |
| Meetings and Committees | <ul style="list-style-type: none">• Plan and lead preschool faculty and staff meetings• Lead/serve on other faculty and staff committees as assigned.• Assist other committee members by performing any tasks assigned in timely fashion. |
| Programs and Events | <ul style="list-style-type: none">• Plan and promote events appropriate to the preschool students that enhance the preschool program and provide opportunities to demonstrate preschool success to the students, parents, and community. Examples include Christmas, Dinosaur Day, and graduation programs.• Regularly attend K-12 school-sponsored student social gatherings, athletic events, and other school events. |
| Service and Other | <ul style="list-style-type: none">• Cultivate and maintain an attitude of service toward parents and fellow employees.• Perform other duties as assigned by the school administrator |

The Darren Patterson Christian Academy *Employee Handbook* provides additional explanation, guidance, and information concerning employee benefits, responsibilities and policies.

3025.04 Exclusions or Exceptions

Any petitions for exceptions to this policy must be made in writing to the head of school of DPCA. The DPCA administrator will evaluate petitions for exception and refer them to the school board with recommendation to grant or deny. The DPCA school board may also choose to review petitions. In all cases, any decision by the school board shall be final.