

**1st Presbyterian Church of Austin**  
**Position Description**  
**Director of Day School (Exempt)**

**I. MAJOR PURPOSE**

The Director shall guide staff and administer the Day School programs within the vision and ministry of the 1st Presbyterian Church of Austin, within the State of Texas Licensing Regulations and within (currently) the Texas Rising Star Accreditation Criteria, and (eventually) the National Association for the Education of Young Children Accreditation Criteria.

**II. SCOPE**

The Director of the Day School shall be responsible for the entire operation of all the Day School programs. The Director shall strive for: quality in educational programming; re-accreditation by NAEYC, excellence in qualifications and performance of staff and continual Christian outreach to families.

**III. MAJOR RESPONSIBILITIES (start with verbs)**

- A. **Leads as *administrator over all*** aspects of the Day School ministry; to include
- B. **Leads** in Staff planning and in the implementation of a **developmentally appropriate, play-based** curriculum
- C. **Leads** Develops **active relationships** with each family served.
- D. **Leads** supports **Parent education** and for families of young children in this Day School, church and community
- E. **Leads Hires, supervises, trains and supports staff**, both day to day and with continued education
- F. **Leads Oversees the Day School budget**, record keeping and all licensing/accreditation requirements
- G. **Leads** Maintains both classroom and playground environments
- H. **Leads** Provides creative vision and development of opportunities to support families in our congregation and community through **partnership with community based groups and/or the development of stand alone programs** which and are consistent with the mission of the Day School and FPC.
- I. **Leads** *Serves as a member of the FPC staff, serve Jesus Christ in word and action with the children, staff, families of the Day School, with the congregation and with the community.*

**IV. SPECIFIC RESPONSIBILITIES**

- A. Oversee all aspects of the Day School Ministry.
  1. Appoint, guide and supervise Lead Teachers, Assisting Teachers and other staff to work as a **team** in developing and maintaining a developmentally appropriate curriculum, strong parent and community education opportunities, strong partnerships with community based groups supporting the education of young children and their families.
  2. Maintain an ongoing **personal professional growth** program.
  3. Maintain an ongoing **professional growth program** for Day School staff including yearly evaluations and goal setting.
  4. Plan for and lead staff meetings.
  5. Work within (and communicate) the Child Safety Policy of FPC.
  6. Plan for evaluation of the development and individual needs of the children.
  7. Provide opportunities for **spiritual growth for the staff**.

- B. Responsible for all administrative duties required for the operation of the Day School ministry. These are to include but not limited to:
  - 1. Responsibilities related to the support of children and families.
    - a. Supervise admission, classroom assignment and discharge of each child. Insure that complete and current records are maintained for each enrolled child.
    - b. Build **relationships** with each child and family served.
    - c. Be responsible for the selection, purchase and maintenance of all supplies, and equipment.
    - d. Maintain emergency plans and supplies.
    - e. Ensure **compliance** with all health, safety and licensing regulations.
    - f. Relate to and support the "Parent Auxiliary" of the Day School Ministry.
    - g. Maintain knowledge of and communication with school districts, services, community programs which provide support for young children and families.
  - 2. Fiscal responsibilities:
    - a. Develop a proposed annual budget. Present proposed budget to the FPC Human Resource and Day School Board for approval.
    - b. Insure adherence to the budget.
    - c. Supervise collection and record keeping of Registration Fees, Tuition Fees, and other fees, and all expenditures of the Day School Ministry.
- C. Promote communication and education of preschool age families in the Day School, church and community.
  - 1. Ensure that parent is contacted when a child is sick or injured.
  - 2. Establish and maintain opportunities for school/family interactions to include formal and informal, written and verbal.
  - 3. Provide parent education and/or support opportunities.
  - 4. Give support, guidance and nurturing to families.
  - 5. Maintain a knowledge and support of other FPC programs and ministries.
- D. Serve as a liaison between the Day School, the Church staff, Session and Congregation.
  - 1. Attend scheduled Children, Youth and Families Committee meetings and inform the committee of program activities and needs. Serve as a resource to other FPC ministries.
  - 2. Attend FPC staff meetings as directed by Senior Pastor.
  - 3. Attend Session meetings and retreats as directed by Senior Pastor.
  - 4. Schedule Children's and Families Events on church calendar.
  - 5. Work with Facilities Staff concerning cleaning and maintenance.
- E. Be a witness to Christ in daily life and in leadership.
  - 1. Guide staff in building relationships and curriculum which reflects God's love with the children and their families.
  - 2. Pray with the staff.
  - 3. Share devotional thoughts with the staff and families.
  - 4. Reflect Christ's love when counseling with parents and staff.

#### V. **WORKING RELATIONSHIPS**

- A. The Day School Director reports to the Sr. Pastor (or his designee). Policy guidance is from the Day School Board (a ministry team of the Session).
- B. The Day School Director relates with the entire FPC staff.
- C. The Day School Director supervises all Day School Staff and Volunteers.

- D. The Day School Director relates and coordinates with Community based programs which support young children and their families.
- E. The Sr. Pastor and members of the Day School Board (a ministry team of the Session) evaluate the Director.

**VI. QUALIFICATIONS**

- A. The Day School Director shall be a strong leader who provides vision and direction and guidance to parents, teachers and staff, providing a loving and nurturing environment for children, parents and staff.
- B. Educational exp requirements naeyc
- C. The Day School Director shall display a passion for young children, families and sharing God's love.
- D. The Day School Director shall demonstrate flexibility and possess an understanding of children, families and group relationships.
- E. The Day School Director shall demonstrate a strong knowledge of early childhood development and a willingness to lead and take responsibility.
- F. The Day School Director shall meet all the requirements of the Texas State Community Care Licensing including training, health, and fingerprint clearance.
- G. The Day School Director shall demonstrate a willingness to work within and affirm the vision and ministries of FPC.