

Job Title: Director A Children's Village
Reports to: Director CityRise Kids Ministry

Program: A Children's Village
Effective Date: April 17, 2024

Job Summary:

The Director of A Children's Village oversees and directs all activities including the day-to-day operations and administration of the preschool program. This individual is responsible for creating a nurturing and educational environment that aligns with the mission and values of the church while providing high-quality care and early childhood education.

Supervisory Responsibilities:

- Directly supervises teachers and other ACV staff. Indirectly supervises all staff working in ACV.
- Responsible for recruitment, onboarding, training development, and disciplinary action of all ACV staff.
- Provides constructive and timely performance evaluations.

Duties/Responsibilities:

Direction and Operations:

- Directs all facets of the daily workflow.
- Create a positive and supportive climate with a focus on excellence in instruction, safety, and teamwork.
- Implement and enforce safety protocols and procedures to ensure the well-being of preschool students and staff.
- Maintain a clean, organized, and child-friendly environment within the preschool facility.
- Partner with designated Kinds Ministry staff to execute memorable and meaningful events.

Education:

- Develops and implements age-appropriate curriculum.
- Review and approve lesson plans.
- Educate and equip staff to follow the TX State Childcare Center Guidelines.

Compliance:

- Maintains up to date knowledge and practice of the Texas State Childcare Center Guidelines and expectations.
- Ensures compliance with the TX State Childcare Center Guidelines and other regulatory agencies as required by law and as directed.
- Conduct regular safety drills and mandated training sessions for staff members.
- Maintains and secures records of all compliance activities.

Finance:

- Partner with the Director Kids Ministry and other administrative leaders as required to develop the annual ACV budget.
- Manage the ACV operating budget and steward financial resources effectively.

Communication:

- Establishes and leads routine staff and team meetings, keeping staff informed about relevant information in the organization and education industry.
- Establish and maintain open communication channels with families, including newsletters, meetings, and conferences.
- Serve as the primary point of contact for parents and guardians regarding preschool-related matters.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time.

Required Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent sales and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

Required:

- Bachelor's degree in early childhood education, child development, or related field.
- Minimum of 3 years teaching and 2 years supervisory experience.

Preferred:

- Masters's degree
- Three years teaching and 5 years supervisory experience.

Physical Requirements:

- Must be able to lift 15 or more pounds.
- Must be able to stand and walk for extended periods of time.

Work Location:

- Work is performed 100% on-site.