

# Job Description

## Hilltop Nursery School and Daycare Director

### **Overview:**

The Hilltop Nursery School and Daycare Director is an employee of **Hilltop Covenant Church** charged with the direct responsibility of overseeing the programmatic and fiscal operation of the Nursery School and Daycare. As an employee of the church, the Director is supervised by the pastor and is ultimately responsible to the congregation. Specific responsibilities include the following:

### **Administration:**

- \* Ensure compliance with all state and local licensing regulations
- \* Prepare periodic reports on the state of the school
- \* Maintain an active role in professional organizations and stay current of new developments in the field
- \* Consult with the Chair of the Properties and Finance Ministry to arrange for repairs and maintenance of physical plant
- \* Plan menu and purchase snacks
- \* Attends regular meetings of the Hilltop Nursery School Board

### **Educational:**

- \* Prepare and evaluate curriculum that gives our children the basic skills they will need to succeed in school and establish a an understanding of Christian faith and values
- \* Work with teachers to assure that all classrooms are safe, attractive and developmentally appropriate
- \* Create a school environment that recognizes and communicates to each child that he/she is a uniquely created, loved child of God
- \* Maintain contact with local schools to assess the appropriateness of our curriculum

### **Fiscal:**

- \* Prepare and present an annual budget to the Hilltop Board
- \* Operate the school within the budget and review fiscal reports monthly
- \* Purchase equipment and supplies as stipulated in budget. Non-budgeted and capital expenses need to be approved by the Hilltop Board and approved by the Church Council
- \* Monitor billing and payment and work with families to resolve payment issues
- \* Secure vendors for supplies and cleaning

### **Staff:**

- \* Oversee the staffing of the program including hiring, firing and annual evaluation of staff performance
- \* Prepare job descriptions and update as necessary
- \* Supervise and conduct yearly evaluations on staff, to include annual goals
- \* Revise personnel handbook as needed

- \* Keep personnel records according to federal and state guidelines
- \* Schedule staff to maintain state ratios
- \* Schedule &/or conduct monthly staff trainings and meetings
- \* Handle staff complaints, concerns and conflicts

#### **Enrollment:**

- \* Give tours of the center to prospective families and enroll new children
- \* Familiarize parents with school policies
- \* Plan for the orientation of new students
- \* Maintain an advertising program to promote enrollment
- \* Maintain children's files in a secure manner according to State guidelines
- \* Utilize media, website, etc., to attract prospective families and educate them concerning Hilltop

#### **Parents:**

- \* Maintain parent resource library
- \* Plan programs for parent education
- \* Write monthly parent newsletter
- \* Handle parent complaints/questions and concerns

#### **Ministry:**

Hilltop Nursery School and Daycare is a valued ministry of Hilltop Covenant Church. As such, the Daycare Director is essential both to the operation of the Daycare and the overall ministry of the church. Therefore, the Daycare Director is a member of the church staff, and like others holding positions of responsibility in the church, it is expected that the Daycare Director be a member of the church, actively serving the whole mission of the church.

In terms of the position this means the following:

- \* Assures that the daycare is working within the larger mission/vision of the church
- \* Assures that faith development, Christian values and Bible stories are a regular part of the Nursery School/Daycare curriculum
- \* Regular attendance at worship
- \* A lifestyle consistent with what it means to be follower of Jesus
- \* Plans regular events that expand beyond the circle of the daycare to include children in the church and community
- \* Being the "face" of the church in the daycare
- \* Finds ways to incorporate the church and its members into the work and ministry of the daycare
- \* Attends Church Council Meetings

#### **Education and Experience**

- \* A minimum of a Bachelor's Degree in education and/or Christian Education is preferred

- \* Prefer at least two years of experience in daycare administration, education, nonprofit administration and/or Christian Education.