**Bethesda Preschool**

**Job Description**

**Position:** Preschool Director

**Qualifications**

The preschool director shall exhibit the following personal and spiritual qualities as set forth by the Preschool Committee and Education Board of Bethesda Mennonite Church:

-have a personal relationship with Jesus Christ as Savior

-model a Christian lifestyle and be committed to personal spiritual growth

-be an active participant in worship and congregational life in a church

-Has read, understands, and is willing to affirm the Confession of Faith in a Mennonite Perspective by using it as a guide for instruction

-love and accept children as individuals cherished by God

-understand the abilities and needs of young children

The preschool director shall also meet the following criteria as set forth by the Nebraska Department of Health and Human Services:

-must have reached 21 years old prior to start of the school year

-must have a High School Diploma or General Education Diploma

-must meet ***one*** of the following requirements:

1) have a written Department-approved plan to acquire at least 6 semester hours, or the equivalent thereof, or 36 hours of Department approved in-service in the area of child development or early childhood education in a period not to exceed 12 months

2) have a minimum of 6 credit hours, or the equivalent thereof, in early childhood education or child development

3) have a minimum of 2 years of verifiable experience in preschool education, as indicated by a positive reference from a parent of an enrolled child, a former employer/supervisor, primary education teacher, early childhood teacher, or child development teacher

4) have a Child Development Associate Credential

5) hold a certificate of training, community college certificate, associate degree, or bachelor’s degree in fields related to the education of children from birth to 8 years (i.e. child development, early childhood education, elementary education, or special education)

-must have received first aid training and CPR training or be willing to be certified upon hire. The CPR instructor must be certified by the American Heart Association, American Red Cross, the National Safety Council, or Emergency Medical Planning America (Medic First Aid). Written verification of current training must be available. The effective dates of the CPR training will be determined by the certified instruction program. The effective dates of the First Aid training will be determined by the instruction program. If dates are not indicated on the First Aid certificate, the training will be considered valid for three years.

**Licensing**

The following responsibilities concerning licensing requirements as set forth by the Department of Health and Human Services are the duty of the preschool director:

-Report any changes in location, facility usage, or licensee/owner

-Report any changes in staff, including director, teacher, assistants, or volunteers

-Report any changes in the hours of operation of the preschool or the minimum age of children accepted

in the program

-Report to the Department within 24 hours the death of any child on the premises or any accident to

children while on premises which requires hospitalization or extensive medical attention

-Meet with Fire Marshal and DHHS personnel as they make their annual inspection; comply with

recommendations made at such inspections and inform proper authorities of compliance in writing

-Maintain state standards in program, staff (staff files, in-service), and facility (sanitation, transportation,

grounds and emergency regulations, etc.)

-Make application for and receive license from licensing agency annually

**Program Administration**

The preschool director will be responsible for the following supervisory duties:

-Maintain staff-to-child ratio

-Maintain staff personnel files to include resume, application for employment, employment contract,

health information report, written verification of staff meeting qualifications, dates of employment

and separation, any other required reports

-Arrange for new employee orientation

-Finding and scheduling in-service training

-Arrange frequent meetings with preschool staff

-Assess the curriculum and program as a whole

-Oversee the functioning of the preschool to promote learning in a positive classroom environment

-Work with staff on any special needs of individual children, making referrals to appropriate services

as needed

-Monitor student progress

-Deal with student and family information with respect and confidentiality

-Maintain confidential records in a secured file

The preschool director is the administrator of the program, and as such has the following responsibilities:

-Meet with Preschool teacher ahead of Preschool Committee meetings and attend monthly Preschool Committee meetings

-Collaborate with the Pastor of Faith Formation to provide and share at home resources to encourage and integrate faith based practices at home

-Ensure all expenses and receipts are reported appropriately

-Keep record of tuition payments and turn in money to Church Treasurer

-Provide monthly reports to the Board of Education including information regarding enrollment and tuition

-Keep record of classroom inventory

-Keep parents informed of policies, procedures, and activities

-Publicize the preschool and maintain continuing public relations with the church and community

-Arrange for substitute staff

-Remain alert to signs of child abuse or neglect, documenting and reporting suspected cases as

prescribed by law

-In charge of planning and organizing fundraisers

Training:

The Preschool Director will:

-Attend Mennonite Educators Conference bi-yearly, when offered

-Complete 12 hours of in-service (eg. Early Learners Guidelines)

-Complete the Power to Protect within 3 years and renewed every 5 years

-Complete Nebraska Early Learners Guidelines (ELG’s)

-Maintain current CPR/First Aid Training

-Complete Transportation training