

# Shoreline Preschool Director

*Our mission is to help as many people as possible become totally committed to Jesus Christ*

## **Primary Description:**

The Director is responsible for the day-to-day operation of Shoreline Preschool and works with the guidance and support of the Operations Pastor.

**Status:** Part Time

**Lines of Accountability:** Operations Pastor

## **Ministry Responsibilities:**

1. Plan and coordinate all programs related to Shoreline Preschool in conjunction with all the California Department of Social Services regulations.
2. Administer the daily activities in accordance with the parent handbook of the preschool. Rework/update parent handbook and employee job descriptions, as necessary.
3. Maintain constructive, professional and effective relationships with employees and parents through employee meetings, parent conferences (as needed) and informal conversations.
4. Maintain communications with local, state, federal and private agencies that pertain to the operation of the school.
5. Attend regularly scheduled advisory team meetings.
6. Manage the in-service training of teachers, aides and parents (for parent helper days).
7. Manage fundraising activities by seeking the help of class moms.
8. Keep the preschool stocked with all the necessary teaching equipment,

snacks and supplies for students.

9. Work with the Operations Pastor in the hiring and/or terminating of employees.
10. Maintain accurate records on each student and employee as specified by the State.
11. Refer parents to other community agencies when specialized services are needed.
12. Direct and manage teachers and aides in all responsibilities, including teaching schedule, playground supervision, methods of discipline and professionalism. Ensure there is program consistency with all Shoreline Preschool classes being taught.
13. Inspect the facility and the equipment for potential dangers and/or hazards.
14. Maintain an orderly and clean appearance of the Shoreline Preschool facility.
15. Coordinate repairs and cleaning services with the Operations Pastor.
16. Continually evaluate and assess the Shoreline Preschool program and report findings/suggestions to the Operations Pastor.

*Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!*

*(Hebrews 12:28)*