

Wyckoff Christian Preschool & Kindergarten
485 Wyckoff Avenue
Wyckoff, NJ 07481
(201) 891-7140

Director Job Description

The Director position is a 10 month salaried position, with a 1 month summer stipend that is paid as worked over July and August.

One of the following as listed in the Manual of Requirements for Child Care Centers:

- Master's Degree in any field related to children or business with no experience required.
- Bachelor's Degree with one year of managerial or supervisory experience.

Responsible for the leadership of the school and its programs and establishing a Godly spiritual and emotional atmosphere that will characterize the school as a Christian School.

Administration

- Conduct tours; answer inquiries about the school throughout the calendar year.
- Create forms, policies and procedures as needed, often to accommodate the growth of the school.
- Initiate new add-on programs when possible and improve and modify existing add-on programs for the growth of the school.
- Develop and communicate all procedures when introducing new add-on programs to both staff and parents.
- Develop procedures to better facilitate existing programs.
- Project and meet program needs for the upcoming school year.
- Create applications and forms necessary for enrollment.
- Register new enrollments with parents explaining forms, policies, etc.
- Initiate and coordinate In-House registration for currently enrolled students.
- Initiate and conduct Open House days to the public for new school year registrations.
- Available to staff for all administrative needs and concerns.
- Determine the course of action when staff or parents have raised concerns.
- Responsible for the care, conditions, and use of the building, grounds, and physical facilities during the regular school days in conjunction with the Head Teacher.
- Communicate repair needs to the Board and coordinate timing with repair staff.
- Coordinate with the Head Teacher, inventory and ordering of classroom supplies, e.g. furniture, manipulatives, etc.
- Over the summer, order student textbooks, journals, key rings for security, school bags, and other items as needed.
- Coordinate Picture Day with photographer, teachers, and parents.
- Work together with the Head Teacher on a daily basis for communication and planning.
- Coordinate with the Head Teacher curriculum meetings, teacher meetings, and programs.
- Create with the Head Teacher schedules for the upcoming school year such as Playground, Music and Movement, and Physical Education.

- Create the school calendar each year in conjunction with Wyckoff schools and school needs.
- Responsible for advertising of school programs both public and internal e.g. CCC bulletin.
- Determine school closings with Head Teacher with information provided by the Wyckoff Schools Superintendent.
- Initiate communication for school closing to staff and school, change phone message, and contact the Information and Technology Specialist to post on the school Facebook page and the school website.
- Responsible for changing the phone message in conjunction with school closings, open house registrations, summer hours, etc.
- Write and maintain the School Handbook provided to parents in conjunction with the Head Teacher.
- Update the Procedures Manual annually in conjunction with the Head Teacher.
- Communicate with the Custodian all cleaning needs.
- Keep the school office open and covered for the summer months by responding to phone calls, conducting tours, resolving changes, etc.
- Responsible for meeting requirements necessary to maintain state license.
- Responsible for walking the school's State Representative through the school, and addressing and meeting specific requirements in the year of our relicense.
- Oversee and conduct fire drills, security drills in the preschool and maintain records required by the State.
- Responsible for ensuring a working Fire Alarm and communicating with the Fire Alarm Service for any problems that exist.
- Maintain all Posted Notices required by the State. E.g. fire exits, emergency notices, radon testing, discipline policy, etc.
- Share and coordinate with the Head Teacher ideas for new programs

Staff

- Supervise and evaluate Administrative Assistant and Bookkeeper.
- Co-supervise Teachers, Teacher Aides, and the Teacher Aide Floater.
- Set spiritual tone with daily staff prayer.
- Responsible for communicating all pertinent information to staff on a daily basis using various mediums such as written memos, meetings, office white board, visit to classroom, etc.
- Determine agenda for the monthly staff meeting in conjunction with Head Teacher, as well as co-facilitate the staff meeting and provide copies of reports, forms, etc. to staff.
- Arrange for substitutes for all absentee staff.
- Provide accurate timesheets for staff and reconcile any concerns with payroll records and discrepancies.
- Record keeping for the salaried staff's Paid Time Off Policy.
- Record keeping for staff training requirements.
- Maintain staff checklist required by the state.
- Maintain staff personnel files ensuring that all required information is included in the file.
- Review annual performance evaluations with the Head Teacher.
- Screen and interview potential candidates for all positions. E.g. teachers, aides, lunch aides, and office staff as needed.

- Process and introduce new hires to policies and procedures of the school.
- Make staff recommendations for the next school year.
- Create and maintain salary letters and teacher contracts for all staff and for the signature of the School Board Chair.

Students

- Coordinate with teachers and parents to help transition children into the classroom setting.
- Disciplinarian for behavior problems.
- Support the Teacher and Head Teacher during parent conferences when concerns exist.
- Visit classrooms and provide administrative support as needed.
- Provide parents with the information and directions for office communication.

Parents

- In conjunction with the Head Teacher coordinate and conduct the September Parent Orientation.
- Plan and oversee the information provided in the Parent Folder distributed at the Parent Orientation.
- Coordinate, conduct, and provide refreshments for Parent Breakfast or Coffee Time for the first day of school for each class.
- Write and provide a monthly newsletter designed to keep parents in contact with school activities and procedures.
- Ensure that all necessary forms required by the Office Of Licensing are provided to parents in the format of a Package to Keep and a Package to Return.
- Maintain a lending library for parents to use.
- Coordinate and communicate details to parents for parent/teacher conferences arranging for substitutes for the teacher when needed.
- Initiate and make the most of every opportunity for spiritual conversations.

Programs

- Coordinate and communicate the Music & Movement and Gym schedules with the respective teachers, the staff, and submit the Facilities Request form to the Facilities Coordinator in the church office.
- Coordinate administrative details of field trips, this includes,
 - Communication to parents.
 - Create the permission slip necessary for each class.
 - Provide money for teachers when payment is required at the field trip site.
 - Coordinate with teachers to ensure that all monies are received.
- Responsible for coordinating the administrative details of school programs, some of which are conducted in the church auditorium. These include but are not limited to Christmas and graduation.
- Responsible for the administrative details of performances conducted in the church. This includes:
 - Staging and setting order of program with teachers and children. Attend rehearsals.
 - Communicate furniture arrangement on the platform and the church basement with the preschool custodian.

- Coordinate with teachers and oversee the production of a performance program.
- Coordinate availability of space and microphone needs with church Facilities Coordinator.
- Introduce the programs to the audience and visit with parents and attendees.

School Board

- Attend monthly Board meetings.
- Provide written communication to the Chair for meeting agenda in conjunction with the Head Teacher.
- Interpret administrative staff and school needs to communicate to the Board.
- Complete any directives given by the Board.

Finance

- Approve school and teacher expenses.
- Calculate payroll time sheets for all staff members including substitutes.
- Call in bi-weekly payroll to Paychex.
- Reconcile payroll discrepancies.
- Budget preparation and revision in coordination with the Chair and Treasurer.
- Produce monthly reports for the Treasurer in charge of Finance for presentation to the Board at monthly meetings.
- Oversee the account research and reconciliation.
- Ensure deposits are brought to the bank.
- Maintain records for time-off policy and payment of unused sick days.
- Approve parent requests to pay tuition on a monthly basis.
- Monitor timely receipt of monthly payments.
- Ensure the accounts receivable report is reviewed on a monthly basis and approve finance charges for late tuition payments.
- Produce Statements with communication to parents on a monthly basis.
- Approve school and teacher expenses for payment in conjunction with the Head Teacher.
- Coordinate checks to be approved by the Treasurer and Chair.
- Oversee or write up bank deposits.
- Oversee the creation of student records and invoicing for the new school year as well as new students who begin throughout the year.
- Oversee creation of memorized transactions for all students for new school year.
- Oversee the production and mailing of quarterly invoices.
- Oversee the copying and mailing of checks to vendors and staff.

Oversee the Administrative Assistant

- Oversee the Administrative Assistant in the purchasing and maintaining of supplies for the office, and special occasions, throughout the school year. E.g. orientation, open house, post office, BJ's, Staples.
- Oversee the Administrative Assistant's coordination of all fundraisers and Scholastic Book Fair and monthly Scholastic Book Club .
- Oversee the maintenance of school bulletin boards.
- Oversee registration and purchase of coupons for parents.
- Develop and maintain student attendance sheets.
- Collect payment.

- Supervise the programs and provide direction on a daily basis.-Oversee the record keeping of all student files.
- Ensure that all required forms are completed and filed in each student file.
- Oversee the computer database of student records.
- Oversee the maintenance of student checklists required by the state.
- Oversee that teachers are provided with a list of adults authorized for pick up of each student.

Oversee the Bookkeeper

4/4/22