

MYERS PARK PRESBYTERIAN CHURCH
JOB DESCRIPTION
WEEKDAY SCHOOL HALF-DAY OPERATIONS DIRECTOR

Department: Weekday School
Reports to: WDS Managing Director
FLSA Status: FT / Exempt
Date: March 2023
Group: 2

POSITION SUMMARY

The WDS Half-Day Operations Director will manage the Half-Day WDS program, ensuring a high-quality early childhood education, and an excellent experience for children, families, and staff. The WDS Half-Day Operations Director will partner with the WDS Managing Director to develop and implement a philosophy consistent with that of MPPC's mission.

QUALIFICATIONS

- Bachelor's Degree in Early Childhood Education or Child Development or equivalent combination of educational background and related experience.
- Minimum of three years teaching experience preferred
- Minimum of one year childcare administration preferred
- Experience working in a faith-based half-day preschool program preferred
- Proficient computer skills

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enrollment:
 - Family orientation
 - Receiving and maintaining children's records and files
 - Maintain waitlists
 - Database input and billing
- Safety and CYP compliance:
 - Maintain a safe school environment and ensure CYP compliance
- Programming:
 - Provide a developmentally appropriate play-based preschool education that nurtures the whole child – spiritually, socially, emotionally, physically, and intellectually
 - Disperse monthly curriculum components to classrooms
 - Reviewing lesson plans, developmental checklists, and parent/teacher conference notes
 - Weekly classroom observation
 - Complete recommendation letters
 - Post evidence of learning on social media
- Staff support:
 - Oversee teacher communication
 - Participate in interview process
 - New employee orientation
 - New employee onboarding
- Family support:
 - Regular communication with families
 - Available to families to address concerns
- Financial responsibilities:
 - Ensure adherence to budgets

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WEEKDAY SCHOOL HALF-DAY OPERATIONS DIRECTOR

- Provide monthly report to Managing Director

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize and initiate work with a minimum of supervision
- Ability to work both independently and collaboratively within a team to assess needs and produce results
- Ability to establish and maintain positive working relationships
- Ability to effectively communicate through verbal, written, or electronic means
- Demonstrates strong organizational skills
- Ability to maintain confidentiality
- Ability to read, interpret, and analyze complex documents
- Ability to prepare budgets and use financial statements

SUPERVISORY RESPONSIBILITIES

- Half-Day Program Coordinator
- All Half-Day Teachers and Staff

PHYSICAL AND MENTAL REQUIREMENTS

- Physical requirements include but may not be limited to: frequent handling of files, books, boxes of documents, keyboarding, operating a telephone, and other office equipment.
- Mental requirements include but may not be limited to: general math functions and intermediate reading, reasoning, speaking ability, and writing ability.

WORK ENVIRONMENT

- The employee is occasionally required to be mobile throughout the building and attend off-site functions.
- The noise level in the work environment is moderate.