



Job Title: DIRECTOR NURSERY SCHOOL (1.0 FTE/E)

Job Summary: Oversee the Nursery School's day-to-day operations, including enrollment, final budget, facility, purchasing, public relations, parent communications, hiring, supervising, and evaluating Nursery School staff

Supervisory Responsibilities:

- Program Administrator, Office Coordinator
- Program Administrator, Extended Care & Enrichment
- Teachers
- Classroom Aids

Core Responsibilities:

Personnel

- Hire, supervise and evaluate Nursery School staff.
- Hire extended care staff; assist in the supervision and evaluation of extended care staff
- Plan and conduct bi-monthly staff meetings and in-services, approximately fourteen per year
- Arrange and conduct staff orientation each school year
- Act as liaison between the Nursery School staff and Wayzata Community Church staff
- Attend Wayzata Community Church staff meetings as directed
- Communicate and work with the Parent Organization

Financial

- Prepare, analyze and revise the forecast for the annual budget
- Obtain approval of annual budget by Director of Operations and submit to Church Finance Committee for final approval
- Record and update database of enrollment
- Bill for tuition on ProCare

- Bill credit card and ACH payments
- Prepare and send monthly tuition and extended care invoices
- Record payments on ProCare
- Oversee the purchase of food, supplies, equipment and program materials
- Administer petty cash and reimbursements
- Prepare payroll and check requests as required by staff contracts and timecard requests
- Inform parents of their financial obligation to stay current on tuition and/or extended care
- Advise Parent Organization on fundraisers and special projects
- Review and award scholarship applications

Program

- Maintain Department of Children, Youth, and Families (DCYF) standards in programs, staff and facility
- Make application for and receive license from licensing agency (DCYF) annually
- Maintain criteria for re-application of the accreditation program by the National Association for the Education of Young Children (NAEYC) schedule every five years; complete the annual report
- Supervise day-to-day functioning of the program
- Supervise curriculum development; assist the curriculum coordinator with curriculum provisions, resources and information
- Schedule and organize the space use for the program (classrooms, storage, resource room, office, large muscle room and playground) including June calendar and all room requests
- Schedule a yearly visit with a health consultant to review the health and safety procedures; conduct in-service for staff on Blood-borne pathogens and Right-to-Know
- Approve final plans for school field trips and special events
- Supervise maintenance of school equipment and classrooms
- Evaluate the growth and development of the program
- Participate in weekly Safety meetings with church staff and Dir of operations

Parents

- Work with Parent Organization and staff to conduct information meetings for families and tours for perspective families
- Conduct registration/enrollment for returning and new students; assist in the maintenance of student records
- Communicate with parents through newsletter, information meetings and special events
- Confer with parents as requested about individual children and Behavior Guidance; refer parents to other resources, when necessary

Nursery School Board and Parent Organization

- Attend scheduled Nursery Parent Organization meetings
- Assist in planning, scheduling and informing of meetings
- Assist Board committees as needed in their designated job responsibilities

Organizational Relationships

- Reports to Director of Operations
- Attend weekly Safety Team meetings

Education, Skill and Experience

Required:

- Bachelor's Degree with coursework in early childhood education, child development, elementary education and/or early childhood special education
- Documented plan for intended continuing education in child development, elementary education, early childhood and/or early childhood special education, and supervisory/management strategies.
- Supervisory experience
- Curriculum development and staff leadership experience
- Financial/billing software

Preferred

- Administrative experience in an accredited program