

Our Redeemer Christian School Director Position Available

Our Redeemer Christian School has been providing early childhood education for children 2-K since 1978. The role of the director is to provide effective leadership in a non-denominational Christian environment where children can play, learn and grow. This individual will coordinate all phases of school operation and educational programs, including administration and budgeting oversight. The director represents the heart and face of the school.

Compensation

This is a salaried position with 1,946 hours per year paid. The Director position will start August 1, 2010

Qualifications

- Shall be an actively professing Christian with a positive attitude and a sense of humor.
- Shall have a B.A or B.S. degree, Masters preferred, from an accredited College or University.
- Have completed 12 semester hours (or equivalent), in child development/early childhood education courses.
- A minimum of two years, five years preferred, classroom experience in early childhood programs.
- Able to lift fifty pounds.
- Able to walk and stand for prolonged periods of time.

Reports to: Our Redeemer Lutheran Church Council

Email resumes to orcskirkland@hotmail.com

Job Description:

Communications

- Maintain open communications with the staff, parents, School Board members, and the Pastor and Church Council of (ORLC) Our Redeemer Lutheran Church.
- Meet regularly with the Pastor of ORLC, frequency as determined by Pastor and Director.
- Provide a report at monthly ORLC Council meetings.
- Prepare monthly parent newsletter to be distributed to parents, staff and all ORLC members.
- Prepare an annual report for the ORLC Annual Meeting held each January.

Administration

- Handle all issues that pertain to the administration of the school, including registration.
- Keep records that pertain to the administration of the school.
- Be responsible for developing, updating, distributing, and maintaining the parent handbook, registration forms, emergency forms, financial agreement forms and marketing materials.
- Organize and conduct parent orientation and parent meetings.
- Encourage and facilitate parent involvement on the board, its committees and other monthly and annual special events.
- Serve as an ex-officio member of the ORCS Finance Committee and work with the Finance Committee to prepare an annual budget.
- Serve as an ex-officio member of the School Board and review the agenda for each up-coming meeting with the Moderator of the School Board.
- Maintain inventory and purchase equipment, materials and supplies within the budget and submit receipts to the ORCS bookkeeper/accountant.
- Arrange for custodial care, maintenance, and repairs of space and equipment.
- Lead the school in maintaining standards for quality as recommended in the NAEYC Accreditation Criterion.
- Be aware of and offer information regarding community resources available for children and/or families.

Staff

- Recruit, interview and select applicants to fill vacancies and recommend qualified candidates to the School Board.
- Compile a list of screened, qualified/trained substitutes.
- Arrange and conduct staff meetings and in-service trainings, providing a schedule to the staff at the beginning of each school year.
- Coordinate the planning of the education program based on age appropriate activities as outlined in the NAEYC publication *Developmentally Appropriate Practice*.
- Observe classrooms frequently, keeping abreast of the practices and atmosphere of each class, making sure the goals, philosophies, and policies of ORCS are being met.
- Be a resource for staff members and assist with issues such as curriculum, off-site classes, classroom management, staff/child interactions and parent communications when requested or needed.
- Conduct yearly job performance reviews of each staff member.
- Seek support and professional connections for the staff with early childhood community and professional associations.
- Report to the Department of Social and Health Services' Child Protective Services and/or law enforcement any instance where there is reasonable cause to believe that child abuse, neglect, or exploitation may have occurred.