

# **Job Description for Director of Anchors-A-Wee Preschool**

**at Christ Our Anchor Presbyterian Church, 1281 Green Holly Drive Annapolis, MD 21409**

***Edited February 2021***

## **Responsibilities:**

### Policy and procedures

- Assures adherence to all licensing standards
- Maintains health and safety standards set by MSDE
- Implements policies for admission, attendance, tuition and educational goals
- Develops appropriate policies with the Board of Directors.
- Implements policies of admission, attendance, tuition, and educational goals.

### Fiscal Responsibilities

- Prepares and operates the annual budget
- Purchases all necessary supplies for school and playground
- Fundraises when necessary and applies for grants

### Administrative Responsibilities

- Assists in the review and updating of job descriptions, as necessary.
- Assists in the updating and revising of Personnel Handbook annually.
- Keeps track of employee leave for all staff.
- Is alert to enrollment needs at all times.
- Assists in reviewing and revising the Parent/Student Handbook annually.
- Maintains staff and student files in accordance with MSDE guidelines
- Maintains website and keeps it up to date
- Arranges for adequate staff coverage, including procurement of substitutes.
- Supervises and evaluates all staff, preparing an annual written evaluation on each staff member.
- Hires and fires with AAW Board approval, teaching staff, administrative staff and substitutes, in accordance with procedures.
- Plans and implements procedures for ordering supplies
- Works with staff to have appropriate supplies for learning stations
- Ensures all background checks are completed and updated as necessary, in line with the background check Safe Sanctuaries policy of Christ Our Anchor

### Communication with Staff and Parents

- Prepares and conducts staff orientation.
- Recruits volunteers, as necessary.
- Develops and maintains a public relations program to promote diverse enrollment and a waiting list.
- Implements plan for the orientation of parents to Preschool policies and procedures.

- Plans and attends parent/Preschool events.
- Prepares regularly scheduled newsletter.
- Is available for parent conferences when needed or requested.

#### Program Scheduling and Curriculum

- Plans yearly calendar
- Helps staff refine a cohesive curriculum across the age groups of classes to meet the individual needs of each child
- Supervises implementation of curriculum that meets the Preschool's goals.
- Implements procedure for annual parent/teacher conferences and for evaluation of students' progress abilities and special needs.
- Oversees classroom scheduling.
- Ensures Teacher adherence to Preschool curriculum and philosophy.

#### Board of Directors

- Participates in Board Meetings providing a monthly report of activities
- Has a full understanding of the Budget in order to present and explain the monthly and annual Budgets to the AAW Board

#### Professional Development

- Keeps abreast of new developments in the field of Early Childhood Education
- Arranges continuing education opportunities to improve performance for Anchors-A-Wee teaching and administrative staff
- Assists in planning individual programs for professional growth and career development for Anchors-A-Wee teaching & administrative staff

### **Qualifications:**

#### Education Requirements

- Be a graduate of an accredited, four-year college or university, with a Bachelor's degree in Education or a closely related field.
- Preferred: Master's Degree (or be working towards one) from an accredited college or university in Education or a closely related field.
- Twelve (12) semester hours in Early Childhood Education (either as part of a degree or in addition to it) or equivalent experience is preferred.
- Ongoing education throughout the term of employment which enriches the Director's growth in and knowledge of the changing policies and procedures related to educating young children is expected and required.
- Successfully complete a training class in cardiopulmonary resuscitation within sixty (60) days of employment, or possess current CPR certification.
- Successfully complete a class in basic first aid within sixty (60) days of employment, or possess current certification.

### Other skills

- Prior administrative experience is a plus.
- Personal qualities necessary to work with young children; i.e. affection for young children, appreciation for their developmental and individual needs, patience.
- Ability to work for two and one-half hours without a break in the close supervision of young children
- Complete the Criminal Background Check, as required by the State of Maryland, by the employment starting date.

### **Personnel Info:**

- This position will be supervised by the church Pastor and the AAW Board
- The Preschool Director will receive a copy of the job description with listing of routine duties
- Salary, leave, hours and any other administrative aspects of position are addressed separately
- The Preschool Director will be involved in a goal setting process for this position as well as measurement of attainment of those goals
- An annual review, at minimum, will be conducted by the Pastor and AAW Preschool Board Chair (or designee) with or without church Administration Elders representation

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Signature- AAW Preschool Director

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Signature- Pastor