

# Asbury Day School Director: Job Description and Posting

Day School Director will oversee the day-to-day operations of Asbury Day School.

<b>Reporting Relationship</b>	The Day School Director will report directly to the Day School Board and the Asbury UMC Staff Parish Relations Committee
<b>Required Education</b>	High school diploma; additional college coursework
<b>Other Requirements</b>	License and CDA required; early childhood education experience
<b>Range of Salary</b>	\$30,000 - \$35,000 annually – Full Time

Applicants should submit their resume and answers to the following questions to Diana Choma at [office@asbury.cc](mailto:office@asbury.cc):

- 1) Describe your 90 Day Plan for a successful start as the new Asbury Day School Director.
- 2) How do you intend to build staff support and implement innovative solutions to continue the Asbury Day School’s legacy of thriving in this competitive market?

## Day School Director Job Description

Oversee all functions of Asbury Day School. Work in conjunction with the Day School Board of Directors to ensure the program meets the needs of the community, yields successful students and supports the ministry function of Asbury United Methodist Church.

## Day School Director Responsibilities and Job Duties

Responsible for setting the tone for the facility, managing the curriculum, overseeing physical facilities, and managing the overall image of the school. Makes recommendations to the Day School Board with regard to employee hiring and termination decisions. Job duties also may include ensuring compliance with local and federal laws governing day school, both regarding the physical environment and the staff, and managing the financial affairs of the day school facility.

The Day School Board approves any changes to The Asbury Day School Bylaws. The director will share leadership responsibilities with teachers when appropriate to help ensure all tasks are completed to create a high quality, reputable program that meets the needs of the community.

## CURRICULUM AND SPIRITUAL DEVELOPMENT, IMPLEMENTATION AND PROFESSIONAL DEVELOPMENT

Day school director will work with qualified school staff and outside providers to develop an appropriate curriculum and ensure that it complies with state and federal requirements. Ensure

staff are trained to implement day school curriculum, offer prayer in the classroom and participate in weekly chapel visits. Curriculum will include Biblical foundation and basic Christian principals. Director will ensure staff fully implement all aspects of the curriculum for spiritual and cognitive development of each child. The Day School currently uses the Abeka curriculum and supplements it with additional play-based resources.

### **Facilities Management**

The day school director makes sure that the day school's physical facilities comply with local, state and federal laws and are a safe and appropriate environment for children. Directors know local, state and federal laws regarding safety requirements and inspection and certification procedures, and ensure that the school complies with those requirements. The school director also evaluates and purchases equipment and supplies for the center or approves requests to purchase materials and equipment. Purchases over \$500 require approval by the Day School Board. The Day School Board must approve all contracts.

### **Staffing Management**

Teachers, teacher aides, assistants, and volunteers staff the Asbury Day School. Custodial staff is shared with Asbury United Methodist Church. The day school director manages this staff, developing job descriptions, interviewing candidates, maintaining staff development and education and, if necessary, managing disciplinary processes.

The director ensures that all staff meet the requirements for their jobs; for example, the director orders staff background checks and confirms that necessary licenses are valid. Responsible for maintaining personal qualifications regarding licensure in addition to other requirements.

The Day School Board approves the final employment decisions for any day school employee.

### **Parental Communication and Involvement**

While for many parents, their child's teacher is the primary point of contact in the school, the director often serves as the 'face' of the school, managing communication with parents and the community. The director develops policies and procedures for the school and communicates the policies to parents. The director also meets with parents of prospective students to determine whether the school is a good fit for the family.

### **Financial Responsibilities**

Responsible for the financial management of the day school. Develop budgets, manage the accounting and oversee accounts payable and receivable. Develops the marketing plan for the school, developing public relations and advertising campaigns as necessary. Report financial statements to the Day School Board monthly. The Day School Board will approve fund raising campaigns, annual budget, enrollment fees and salary changes.

#### **QUALIFICATIONS AS DESIGNATED BY THE TEXAS MINIMUM STANDARD FOR CHILD CARE (DFPS)**

##### **746.1103 CAREGIVERS COUNTED IN CHILD/CAREGIVER RATIO:**

- DFPS background check

- Be free of active tuberculosis
- Notarized affidavit for applications for Employment form and
- Orientation to the child-care center
- Be 18 years or older
- High school diploma or equivalent
- Eight hours of pre-service training
- Must be able to share the classroom tasks with each teaching team members. This includes but is not limited to lesson planning, parent/teacher conferences and classroom management.

**746.1203 IN ADDITION TO THE RESPONSIBILITIES FOR EMPLOYEES SPECIFIED IN THIS DIVISION, CAREGIVERS COUNTED IN THE CHILD/CAREGIVER RATIO MUST:**

- Know and comply with the minimum standards for child-care centers
- Know which children they are responsible for
- Know each child's name and have information showing each child's age
- Supervise children at all times, as specified in 746.1205 of this title (relating to what does licensing mean by "supervise children at all time")

**INTERACTION AMONG STAFF AND CHILDREN**

Ensure that all children are always properly supervised. This includes knowing the exact numbers of children in her/his care and location of children at any given time.

**MINIMUM STANDARD 746.1205**

Supervising children at all times means that the assigned caregiver is accountable for each child's care. This includes responsibility for the ongoing activity of each child, appropriate visual and or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. The caregiver must intervene when necessary to ensure children safety. In deciding how closely to supervise children, the caregiver must take into account:

- Ages of the children
- Individual differences and abilities
- Indoor and Outdoor layout of the school and
- Neighborhood circumstances, hazards and risks

Staff must interact frequently with children through meaningful and positive conversations

Maintain supervision of children during nap time. Gently assist each child with resting/sleeping

Teacher is aware when a child is awake and meets that child's needs

Keep children's needs at the forefront of every decision

Relate to each child as individual and know the individual developmental level and special needs of each one Is able to communicate respectfully with co workers

**PROFESSIONAL DEVELOPMENT**

- Each full-time employee is required to obtain 24 hours and 36 hours for management of professional development per calendar year and maintain a Professional Development Record with annual goals.
- Workshops and/or Educational Courses: Attend workshops or courses as requested or required. Share information from these workshops with other members of the administrative team or teaching staff, as appropriate.
- First aid/CPR: Complete pediatric first aid training every three years and CPR training annually.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- Able to lift up to 50 pounds.
- Able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day.
- Able to walk up and down steps several times each day.
- Able to physically respond quickly in an emergency.
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.

**DECLARATION**

The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to the Director of Asbury Day School and should not be interpreted as such. Other duties may be assigned by the pastor of the church or by the Asbury Day School Board or by the Asbury SPRC.

**EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

Asbury Day School is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

- Any addendums to the job description based on classroom teams meeting with the director will be attached at the back of this form. This includes but is not limited to assigned tasks for individual teachers.

I have received, read and been given the opportunity to ask questions regarding the job description

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Chair Signature \_\_\_\_\_ Date \_\_\_\_\_