



## **Eagle's Nest Director Job Description**

The director will have made a profession of Jesus Christ as Savior and Lord and will be actively involved in a local church whose beliefs are in agreement with the Statement of Faith of Community Christian School. The director will be a person of spiritual maturity with academic and leadership abilities that will allow him/her to "train up a child in the way he should go." He/she will reflect the purpose of the school which is to honor Christ in every class and in every activity. The director shall have met the educational requirements of DHS.

### **DUTIES AND RESPONSIBILITIES:**

#### **I. Spiritual - The director shall:**

- A. Seek to be a role model in attitude, speech and actions and have a consistent daily walk with Jesus Christ.
- B. Show by example the importance of Scripture memorization and study God's Word, prayer, witnessing, and unity in Christian fellowship.
- C. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- D. Motivate students to accept God's gift of salvation and grow in their faith.
- E. Lead students to a realization of their self-worth in Christ.

#### **II. Director's Responsibilities**

- A. Center Management
  1. Responsible for the enrollment of new families.
  2. Maintain the current DHS licensing and school standards, practices, logs and reports, which includes writing policies to meet DHS standards.
  3. Orders or shop for supplies, food and equipment as needed.
  4. Oversee the daily care of the center children.
  5. Organize parent/teacher conferences twice a school year.
  6. Supervise health and sanitation practices.
  7. Answer telephone calls and makes decisions for the center.
  8. Maintain daily attendance/schedule of the children.
  9. Assist/oversee/support the development of age appropriate curriculum.
  10. Be available to parents and staff to discuss issues related to children.
- B. Personnel Responsibilities
  1. Responsible for hiring, training, and the management of all Eagle's Nest staff.
  2. Must be a team leader and offer the staff the opportunity to share their opinions in a respectful manner but is willing to make final decisions.
  3. Hold his/her staff accountable in policies, procedures and interaction with staff and parents. The director sets the tone of the center and the morale of employees.
  4. Prepares monthly staff meetings and three in-service days.
  5. Complete the staff schedule and call substitutes according to enrollment needs.
  6. Conduct annual staff evaluations.



C. Financial Responsibilities:

1. Communicate with the CCS business manager to make them aware of billing or staffing changes.
2. Input information into CLICS (Cyber-Linked Interactive Child Nutrition System) claiming how much milk was used each month in order to get the reimbursement for the Milk Program.
3. Organizes and implements fundraisers when needed.
4. Maintain and communicate food menus for families.

D. General Responsibilities:

1. Serve as liaison between Eagle's Nest and CCS.
2. Prepare an annual report for the CCS Board.
3. Encourage and plan for parent involvement opportunities.
4. Organize the individual childcare learning plans with the teachers.
5. Respond to/answer telephone inquiries.
6. Meet with the school administrator as needed and with the administrative team weekly.
7. Maintain and make information available for staff in-service and DHS training requirements.
8. Maintains the room maintenance for the safety of the children.
9. Work year round with the following paid holidays: New Year's Eve (3:00 closing), New Year's Day, Good Friday, Memorial Day, Labor Day, Fourth of July & (3<sup>rd</sup> or 5<sup>th</sup>), Thanksgiving (& the day after) and Christmas (Eve, day & either the day after Christmas or the day before Christmas Eve).
10. Since the relationships between the director, teacher and children are vital to the development and education of the child, it is imperative that the director maintains a regular attendance record.
11. Cooperate with the CCS administration in implementing policies, procedures, and directives governing the operation of the center.
12. It is expected that the director will endeavor to broaden their knowledge in the educational field by attending workshops and taking advantage of other opportunities to increase their effectiveness and meet the requirements of annual training set by DHS.
13. It is expected that the director will endeavor to maintain a Godly life in public and private, thereby providing a Christian role model for children and parents.
14. The director needs to develop a positive relationship with each child and their parents.
15. The director is responsible for assisting in classroom discipline issues.
16. The teacher is responsible for making sure child: staff ratios are being met and knowing how many children are in their care at ALL times.
17. Give approval to teachers before they spend money on their classroom if they wish to be reimbursed for it.
18. It is expected that the director will refrain from gossiping about children, parents, and teachers, and will apply biblical principles in solving problems in these areas.
19. The director will be zealous to protect individual rights and sensitive to individual needs. The director is in a position to receive confidential information and must handle that information responsibly and confidentially.
20. The director may be assigned additional duties by the CCS Administrator.