



DIRECTOR

of Hickory Grove Daycare Preschool

SUMMARY

The director will be responsible for setting the tone for the facility, managing the curriculum, overseeing physical facilities, hiring staff, and managing the overall image of the center. Job duties also will include ensuring compliance with local and federal laws governing child care, both regarding the physical environment and the staff, and managing the financial affairs of the child care facility. At Hickory Grove we expect all staff to maintain a positive attitude and conduct themselves in a manner fitting with the teachings of Jesus Christ.

STAFF

- Maintain the staff schedule and deal with scheduling conflicts and issues as they arise
- Conduct all staff yearly evaluations in a timely manner
- Oversee all staff development including all disciplinary procedures
- Oversee staff recruitment efforts
- Interviewing potential staff and all hiring and terminations as needed
- Oversee that staff files are being maintained to licensing requirements

CHILDREN AND FAMILIES

- Oversee all family partnership meetings
- Help maintain the mission of Hickory Grove Baptist Church with community engagement
- Observe classroom management and assist staff in implementing action plans for children
- Oversee that children files are maintained to licensing requirements

FACILITY SUPPORT

- Develop and maintain budget with financial guidance
- Oversee collection of tuition payments
- Contact families in a timely manner regarding late or missing payments
- Oversee all special events put on by Hickory Grove Daycare Preschool
- Organize fundraising efforts
- Maintain all KY ALL STARS programming needs
- Oversee all inspection paperwork that is needed for state licensure is up to date.
- Maintain schedule for all emergency drills
- Any other assigned duties

REQUIRED EDUCATION

- High School diploma or GED or qualifying documentation from a comparable educational entity plus one of the following:
 - Director's Credential plus 1 year experience;
 - Child Development Associate plus 1 year experience or 3 years experience