



4200 Cary Street Road | Richmond, Virginia 23221
(804) 359-4600 | www.reveilleweekday.com

POSITION TITLE: Director of the Reveille Weekday School

GENERAL SUMMARY: The Director of the Reveille Weekday School is responsible to the Lead Pastor and Reveille Weekday Programs Board for the management of Reveille's ministry to families through the program of early childhood education for children from twelve months of age to kindergarten entry, known as the Reveille Weekday School. The director is assisted in the management of the school by the Weekday Programs Board which is composed of representative parents, congregation representative parents, and church staff, and is under the auspices of the Church Council. The Weekday Programs Board Chair shall be appointed to the Director each year to assist in personnel issues. The Director's salary and benefits will be recommended by the Lead Pastor, Weekday Programs Board Chair, and Staff-Parish Relations Committee. The responsibilities of the Director are classified into four categories: Church/School Relationships, Parent/School Relationships, Instruction and Staffing, and Operational Procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

A. Church/School Relationships

1. Serve as a member of the Reveille Program Staff and attend at least two program staff meetings during the school year to coordinate calendar and in planning the ministry of the Church.
2. Serve on designated church task forces when issues involving the Weekday School are being addressed.
3. Serve as a member of the Reveille Weekday Programs Board and the Parent Advisory Committee.
4. Identify director goals and prepare self-evaluation for biannual review by the Lead Pastor and Weekday Programs Board Chair.
5. With appropriate church staff and volunteers develop procedures to facilitate the cooperative use of facilities and equipment.
6. Participate in professional organizations to maintain knowledge of developments in early childhood education as approved by the Reveille Weekday Programs Board.
7. Prepare a quarterly Weekday School report for the Weekday Programs Board. Prepare a report for the Church Council as needed.

B. Parent/School Relationships

1. Develop, coordinate, and implement a multifaceted program of public information, including print (e.g., newsletters, brochures, website etc.), electronic and audio-visual media, both for prospective families and for general information.
2. Plan and implement an annual program of parent education, in addition to an orientation session in the fall.
3. Develop guidelines and maintain procedures for management of parent volunteer activities in the school.
4. Foster and maintain healthy home-school relations. Oversee weekly classroom newsletters and other teacher communication as needed.
5. Participate in parent/teachers conferences as needed.

C. Instruction and Staffing

1. Work with the Weekday Programs Board to recruit regular staff and substitute staff as needed.
2. Manage employment, orientation, training, and evaluation of staff in accordance with school policy and state licensure guidelines.
3. Administer established personnel policies and keep personnel records in accordance with licensure requirements.
4. Provide support to staff in the routine operation of the school on a daily basis.
5. Develop a personal training plan for each member of the staff and provide opportunities for staff development through in-service education, professional conference participation, professional publication subscriptions, and resource materials.
6. Guide and oversee curriculum planning and improved instructional procedures based on current research and best practices in early childhood education.
7. Make class assignments for children in accordance with school policy.
8. Make class assignments for teachers in accordance with strengths.

D. Operational Procedures

1. Plan and manage operational functions, including space assignment and scheduling; purchase, inventory, and allocate equipment and supplies; maintain facilities, in conjunction with Reveille Weekday School administrative staff.
2. Maintain program standards to comply with Virginia Commonwealth Licensure requirements under VDOE (Virginia Department of Education).
3. Manage enrollment and withdrawal procedures.
4. Administer the finances of the school, including budget planning and presentation to the Weekday Programs Board; supervise and train the bookkeeper; collect tuition and fees; disburse funds; keep financial records; prepare monthly and annual financial reports, and long-range financial projections, in conjunction with Reveille Weekday School administrative staff.
5. Prepare schedules for the operation of the school, including scheduling playground, car pools, library time, and other special activities.
6. Manage children's health care in accordance with school policy and state licensure requirements. Oversee CPR/First Aid training for staff and Medication Administration Training (MAT) for administrative and selected staff members.
7. Plan and maintain practices for indoor and outdoor safety, including monthly fire drills and

quarterly shelter-in-place drills.

8. Prepare the annual school calendar for approval by the Weekday Programs Board.
9. Make decisions concerning school closing in accordance with school policy.
10. Prepare the annual application for licensure renewal by the Commonwealth of Virginia.
11. Prepare and submit renewal documents for licensing renewal every 2 years.
12. Maintain monthly playground checklists and conduct an annual playground audit.
13. Administer programs of the Weekday Programs Board, including but not limited to the Early Morning Drop off Program, Lunch Bunch and Summer Camp.
14. Ensure prompt collection of tuition fees with notification to the Weekday Programs Board Chair of any tuition payment overdue by more than thirty days, in conjunction with Reville Weekday School administrative staff.

E. Other

The director is responsible for obtaining a minimum of 30 hours of professional development in early childhood/development and topics related to program management, leadership, and supervision. The number of hours will be in accordance with updated state licensure guidelines. Director should make every effort to stay current with recent developments in the field and maintain professional memberships to The National Association for the Education of Young Children (NAEYC) and local affiliates RECA and RAD of ECE.

Any other duties and responsibilities as designated by the Weekday Programs Board.

QUALIFICATIONS

1. Twenty-one years of age, 2 years of experience preferred, a minimum of 3 hours college-level courses in business administration and a bachelor's degree in early childhood education or related field preferred.
2. Good interpersonal skills, with the ability to relate well to all ages.
3. Good communication skills, both oral and written.
4. Good organizational skills.
5. Good leadership skills.
6. Good Christian character.

EVALUATION

The evaluation procedure for the Director will include a biannual performance review with the Board Chair and Lead Pastor.