

KIDS FIRST LEARNING CENTER
KIDS FIRST DIRECTOR JOB DESCRIPTION
FIRST BAPTIST CHURCH OF MARYVILLE

Principle Function:

To provide leadership for the **KIDS FIRST LEARNING CENTER** of First Baptist Church of Maryville in order to meet the ministry's stated objectives.

Immediate Supervisor: Pastoral Staff

Responsibilities:

1. Develop and oversee the **KIDS FIRST LEARNING CENTER** and policies.
2. Develop and coordinate curriculum for **KIDS FIRST LEARNING CENTER**.
3. Enlist, train and coordinate the work of teachers and helpers.
4. Enlist substitute teachers and maintain a substitute pool.
5. Enroll children for the **KIDS FIRST LEARNING CENTER**.
6. Generate appropriate publicity for the program within the church and community.
7. Be responsible for receipt of fees and program expenditures.
8. Respond to phone inquiries about the **KIDS FIRST LEARNING CENTER**.
9. Meet with parents as needed.
10. Minister to all parents of children enrolled in the program.
11. Assist with other areas of **KIDS FIRST LEARNING CENTER**, as needed.

12. Prepare and maintain the annual **KIDS FIRST LEARNING CENTER** budget with the approval of the Board.
13. Set proposed fees and employee wages to be approved by the Pastoral staff and Board
14. Appoint a pre-approved Assistant Director when absent.
15. See attached duties list for **KIDS FIRST LEARNING CENTER DIRECTOR**.

Work Schedule:

8:30 a.m. to 5:00 p.m. Monday, Tuesday, Wednesday and Thursdays. Other hours for planning, enrollment or support as needed. Total hours not to exceed 32 hours per week (1/2 hour lunch per day)

May be required to attend events outside of school hours such as graduation, Christmas programs, and other events.

* Note: All applicants must have a personal relationship with Christ, and be a member of First Baptist Church of Maryville that regularly participates in corporate worship, personal Bible Study, church volunteer work and have an active prayer life.

KIDS FIRST LEARNING CENTER DIRECTOR

DUTIES

STAFFING:

- § Hiring of teachers/helpers/substitutes for program
- § Reference checks on all applicants
- § Conduct interviews of all applicants
- § Distribute yearly staff contracts
- § Assist with yearly reviews and exit interviews as necessary

REGISTRATION/ENROLLMENT:

- § Design and distribute registration forms for enrollment
- § Classroom placement of students after registration is complete
- § Maintain current allergy alert files, and other required paperwork on all students
- § Organize teacher's training/meetings
- § Perform new student assessments
- § Arrange tours and/or open house for interested families

SPECIAL EVENTS/PROGRAMS:

- § Organize parent orientation prior to KFLC start date each year
- § Coordinate annual staff Christmas and year end party
- § Coordinate any additional events (i.e. Parents Night Out, Summer camps)
- § Schedule and attend Christmas programs and Pre-K graduation, including practices

FINANCIAL RESPONSIBILITIES:

- § Collect Registration Fees/Monthly Tuition
- § Make Tuition Deposits weekly
- § Approve payroll entries for submission to Payroll department
- § Reimbursement of funds to teachers for craft supplies each month
- § Annual budget process
- § Collect EFT forms and turn in to Finance Department
- § Daily Kidzone charges

ADMINISTRATIVE DUTIES:

- § Process lesson planning sheets/calendars for teachers
- § Draft monthly newsletter to parents
- § Handle concerns/questions of parents
- § Take phone calls at home
- § Answer emails from parents
- § Medical alert notices to parents
- § Maintain birthday list for students/teachers
- § Maintain teacher favorites list to distribute to families
- § Coordinate photography sessions for students
- § Coordinate annual hearing and vision screenings with Health Department
- § Coordinate annual staff Christmas and year end party
- § Prepare marketing materials, including digital slides and social media, with assistance from Creative Services department as necessary

MISCELLANEOUS DUTIES:

- § Clean up messes and spills
- § Sub in a classroom when needed
- § Submit maintenance requests