

DIRECTOR

The director is responsible for developing and administering Kids' Day Out in accordance with the philosophies and policies outlined for the program and within the budgetary guidelines. The Director is responsible to the Pastor. The director is to work with the Pastor and Church Staff to formulate policies and is responsible for the overall operation of KDO.

Duties:

1. In coordination with the Pastor and other church staff, plan a program of education and care for each age group.
2. Coordinate with teachers in planning a program suited to the needs of the children.
3. Supervise teachers on an ongoing basis in planning, classroom organization, observe and evaluate teachers, act as a resource person for teachers, and provide in-service/workshop opportunities.
4. Work with other church program workers who use the same facilities to plan meetings and coordinate the use of equipment and resources. Maintain good communication with all involved.
5. Recruit and hire new staff members.
6. Secure substitutes when necessary.
7. Schedule regular staff meetings for planning and evaluation.
8. Attend professional conferences and workshops and encourage teachers to do the same.
9. Prepare the program budget in consultation with the Stewardship Committee and Finance Manager.
10. Develop personal information files that include medical and other personal information on each employee and child.
11. Purchase supplies and equipment.
12. Work with parents, teachers, and church to ensure the growth of the Kids' Day Out program.
13. Maintain monthly control of personnel costs.
14. Meet with and evaluate teachers regularly.
15. Maintain personnel records regarding changes in salaries, hours of work, personal leave, attendance, training hours, and disciplinary actions.
16. Help provide and maintain a spiritual ministry through Kids' Day Out in keeping with the church's purpose in establishing the program.
17. Fire or lay off employees as necessary.
18. Document disciplinary actions and grievances.

19. Check and approve hours for person doing payroll
20. Approve personal leave and paid training.
21. Approve and document training hours.