

First Presbyterian Church is proud to have had a high quality day care program since 1951. The Day School Ministry is dedicated to providing the finest quality Christian care and early childhood education to children ages two through six.

HOW TO APPLY

Mail a Letter of Interest, Resume, and (3) References to:

Attn: Danielle Gonzalez
First Presbyterian Church
300 West Wayne Street
Fort Wayne, IN 46802

JOB POSTING

Position Title: Director of First Presbyterian Day School
Reports To: Associate Pastor for Children, Youth, and Families
Classification: Exempt

I. ACCOUNTABILITY

The Director of First Presbyterian Day School is accountable to the Session through the Head of Staff and Personnel/Administration Committee; financed by Personnel/Administration Committee and reports to the Pastor or Associate Pastor for Children, Youth, and Families.

II. RESPONSIBILITIES

- A. Supervise Day School programs to meet state and county standards and regulations
 1. Assure operation of the program under approved policies concerning health and medical needs of the children. Quarterly approval by the State Board of Health
 2. Assure operation of food service for the children according to state regulations
 3. Hire, supervise, and evaluate qualified teachers who meet the church and state standards
 4. Recruit and accept students in accordance with all non-discrimination policies and to maintain a full roster of students in all programs
 5. Work with the Day School Board, develop a vision and long-term goals for the Day School

- B. Assist the financial office in handling all financial matters according to church policy
 - 1. Submit an annual budget for Session approval
 - 2. Purchase supplies and equipment as the budget allows and request monies for large items according to church policy
- C. Coordinate appropriate curriculum with a Christian emphasis
 - 1. Provide for professional books and materials in the Day School teacher resource area
- D. Promote a healthy emotional and physical environment for all enrolled Children and staff
 - 1. Address parent concerns and suggestions, and work in cooperation with other church staff in developing programs for parents
- E. Serve as a liaison between Day School programs and the Session and other church staff, including regular attendance and participation in scheduled church staff meetings
 - 1. Fulfill other related tasks in consultation with or at the direction of the Head of Staff and the Day School Advisory Committee
 - 2. Perform other related duties as may be assigned by the Head of Staff or Associate Pastor

III. Personal Qualities

- Moral integrity
- Appreciation and support of the theological beliefs of Presbyterian Church as an expression of the Reformed faith, especially with regard to the interpretation of scripture, and the First Presbyterian Church Personnel Policy and Statement of Inclusiveness
- Openness and confidence in ability to relate to people of all types and differing views

IV. Qualifications

- Excellent organizational skills
- Ability to work cooperatively as part of a staff team
- Ability to manage multiple tasks and projects with efficiency and grace
- Strong problem solving and decision-making skills
- B.S. in Early Childhood Education or Child Development, required
- Experience as director/assistant director in child program
- Familiarity with VCP, CCDF, CACFP and Paths to QUALITY rating system