



TRINITY CHRISTIAN SCHOOL

200 Trinity Way • Morgantown, WV 26505 • 304.291.4659 • www.tcswv.org

JOB DESCRIPTION - Director of License Programs

SUMMARY: To coordinate, budget, and manage the daily successful operation of License Programs and supervise employees at the Warrior Early Learning Lab (WELL) following the Department of Health and Human Resources (DHHR) and Trinity Christian School's guidelines.

REPORTS TO: Superintendent

COORDINATES WITH: Elementary Principal

QUALIFICATIONS

Spiritual

1. Be a Christian believer and subscribe, without reservation, to the corporation's "Trinity Christian School Position on Denominational Issues Including Doctrine and Traditions" which includes the Statement of Faith, Vision and Mission Statements, and Philosophy of Education.
2. Demonstrate a conviction that God has called him/her to become involved in a Christian school ministry. (I Corinthians 7:21-24)
3. Demonstrate consistent outward evidence of an inward Christian character. (I Timothy 4:12)
4. Maintain a regular and contributing involvement in a local Christ-centered church which believes in the authority of the Bible. (Hebrews 10:24-25)
5. Be convinced of the importance of prayer and a daily time of meditation in the Bible and actively pursue a relationship with God. (Psalm 42:1-2)
6. Demonstrate spiritual maturity and a teachable spirit. (Titus 2:2-8)
7. Have a workable knowledge of the Bible. (I Timothy 4:7)
8. Possess qualities of Christian leadership as recorded in I Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27; and Mark 9:35.

Academic and Professional

1. Bachelor's Degree (preferably in Early Education or Child Development).
2. 2-3 years of childcare experience with previous management experience (preferred)
3. Director's Credentials or willingness to work towards obtaining credentials.
4. Provide TCS with all appropriate background and clearance documents as required by state and federal laws.
5. Be able to lift 40-50 lbs

"...so they may have life and have it more abundantly."

-John 10:10



MAJOR RESPONSIBILITIES AND DUTIES

Instructional Management

1. Oversee all of the day-to-day operations of the Warrior Early Learning Lab
2. Maintain, at all times, high quality child care standards based on WV DHHR Childcare Licensing and developmentally appropriate practices
3. Implementing quality guidelines as outlined by the ITERS, ECERS, and WV Early Learning Standards
4. Ensuring curriculum and lesson plans abide by the various above-mentioned standards

Personnel Management:

5. Supervise all staff members of the License Programs, including Teachers, Substitute Staff, Floaters, Assistant Director, and Summer Camp Director
6. Participate in the hiring process and oversee orientation for all new staff
7. Provide accurate and meaningful annual performance evaluations for all child care staff
8. Create weekly schedules for all staff and substitutes while coordinating PTO requests and tracking
9. Track and report bi-weekly payroll to the Finance Director

Management of Fiscal, Administrative, and Facilities Functions:

10. Itemize the budget developed by the Trinity Christian School Board to ensure proper stewardship of financial resources
11. Develop, implement, and oversee the policies and procedures of the daily operations of License Programs
12. Assure consistent compliance with all WV Child Care Licensing Standards, including maintenance of annual fire, health and other inspections.
13. Coordinate the annual licensing review of all License Programs with the DHHR.
14. Maintain staff and student files according to DHHR requirements
15. Maintain streamlined pathways of communication with parents, providing parent education training, assistance, and support as needed
16. Create and schedule weekly Instacart food orders for all License Programs
17. Reconcile monthly Instacart purchases school-wide and submit to the Finance Director
18. Respond to interested parties with reliable, accurate, and timely information about the License Programs
19. Follow all rules, regulations, and policies of Trinity Christian School and follow directives from the Superintendent

"...so they may have life and have it more abundantly."

-John 10:10



TRINITY CHRISTIAN SCHOOL

200 Trinity Way • Morgantown, WV 26505 • 304.291.4659 • www.tcsww.org

20. Execute quarterly staff meetings for WELL staff
21. Participate in weekly Trinity Christian School staff meetings and Leadership Team meetings
22. Regulate personal and staff timeliness according to weekly schedules
23. Perform other functions that may be assigned by the Administration and/or supervisor

Professional Growth and Development:

24. Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs
25. Oversee the training and professional development of all child care staff, including their participation in West Virginia STARS
26. Implement team-building opportunities and enrichment for all staff

School or Community Relations:

27. Articulate the center's mission to employees and other stakeholders and solicit support in realizing the mission
28. Use appropriate and effective techniques to encourage community and parent involvement
29. Promote a positive, caring climate for learning for staff, students, and parents
30. Work with Leadership Team to create a unified school approach for Infant-12th grade
31. Utilize WELL specific social media to share information about the center and community outreach events

Other License Programs (Before and After Care; Summer Camp)

32. Coordinate with the Elementary Principal and Aftercare Coordinator to ensure successful operation of Before Care and After Care according to DHHR guidelines
33. Coordinate with the Elementary Principal and Summer Camp Director the planning, implementation, and evaluation of Summer Camp at Trinity Christian School

"...so they may have life and have it more abundantly."

-John 10:10