



# TRINITY PRESBYTERIAN CHURCH

CHARLOTTE, NORTH CAROLINA

## **STAFF TEAM JOB DESCRIPTION INTERIM WEEKDAY SCHOOL DIRECTOR**

REPORTS TO: Senior Pastor and Weekday School Ministry Team  
DIRECTLY SUPERVISES: Assistant Director and Teachers  
STATUS: Full-Time  
DATE: September 2020

### **JOB SUMMARY**

The Interim Weekday School Director strives to provide a quality early childhood educational program which is based on best practices for the field.

### **ESSENTIAL FUNCTIONS**

- Supports the school's mission to ensure a safe and nurturing environment; provides knowledgeable and dedicated staff; promotes active learning and discovery; fosters spiritual growth, and encourages family involvement
- Plans procedures for management of daily program, including school calendar
- Manages the school's 2020-2021 operating budget
- Implements best practices for the health and safety of children and staff
- Informs church of in-school and afterschool enrichment and other uses of shared space
- Works collaboratively with the Assistant Director, Weekday School teachers, church staff, and Weekday School Ministry Team
- Communicates with current families on a weekly basis
- Oversees use and maintenance of indoor and outdoor WDS spaces; submits facility requests in a timely manner
- Attends bi-weekly church staff meetings
- Oversees equipment and repair needs; completes work orders for church
- Works collaboratively with the Assistant Director to develop the Summer Program

### **OTHER RESPONSIBILITIES**

- Prepares job descriptions, recruits and interviews for all staffing needs
- Conducts monthly staff meetings and implements staff training
- Maintains good relationships and networks within the Charlotte community and professional organizations related to Early Childhood
- Consults with teaching staff regarding lesson plans, monthly calendars and newsletters
- Helps build positive relationships between staff members
- Evaluates staff yearly and offers annual employment agreements
- Maintains personnel records in collaboration with the Assistant Director

## MINIMUM QUALIFICATIONS

- Undergraduate degree in Early Childhood Development or Elementary Education
- Experience preferred in early childhood education

## PHYSICAL REQUIREMENTS

- Comfortability in public speaking
- Ability to move freely in and out of different settings

## CORE COMPETENCIES

- **Interpersonal Skills:** Demonstrates the ability to work with all kinds of people; engages people positively, with a demeanor of optimism and abundance; demonstrates the skills of active listening and practices good discernment; productively engages and resolves interpersonal conflict; understands the value of discretion and how to use it; holds others accountable in a spirit of love
- **Communication Skills:** Communicates important information with parents and staff, both verbally and in writing, in a manner which undergirds confidence and trust
- **Process Management:** Able to discern the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow
- **Adaptive Flexibility:** Willingness and ability to adapt to changing circumstances as needed
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; works with fellow team members to probe all fruitful sources for answers; can see hidden problems; is excellent at analysis; looks beyond the obvious; asks for help when needed
- **Resourcefulness:** Seeks answers and information when needed; knows who to ask, connects with other people and leaders on the team
- **Team Player:** Contributes to the process of sharing best practices, identifying and solving common problems; works with leaders to regularly assess the health of teams and groups; recognizes dysfunctional team behavior and redirects it into functional behavior
- **Prioritization and Time Management:** Addresses various tasks and assignments with a large-picture view, taking care of most important tasks first; knows how to delegate when needed; meets deadlines

## **COVID-19 WDS Director Job Description Addendum**

In addition to the existing WDS Director Job Description, the following tasks have been established in response to the COVID-19 pandemic.

- Adhere to the interim Child Care NC guidelines provided by the NCDHHS
- Monitor the cases and hospitalizations in NC and Mecklenburg County via the NCDHHS Dashboard
- Conduct daily health screenings and temperature checks of staff and WDS participants
- Oversee and participate in student drop-off and pick-up with the Assistant Director
- Work collaboratively with the Assistant Director to ensure that COVID-19 cleaning and safety supplies are maintained
- Provide resources and support for WDS families
- Conduct virtual tours with prospective families and share the weekday school video via email
- Keep WDS staff updated on health and safety protocols
- Maintain proper signage throughout weekday school to remind participants of health and safety measures
- Contact assigned health department representative with questions or concerns
- Contact janitorial service when needed to schedule a deep cleaning due to an exposure or positive case
- Report all exposures and positive cases to health department representative
- Share positive cases and/or exposures with WDS parents with the assistance of the health department representative
- Keep WDS Ministry Team chair and church head of staff informed of any exposures, cases or other related issues
- Monitor staff and participants for best practices regarding safety protocols, i.e. masks are being worn, social distancing is practiced, etc.