

MT. ZION CHRISTIAN SCHOOL

Director Requirements

Qualifications

Must be at least 18 years old.

Must provide school transcripts.

Must have pre-employment physical and current negative TB test.

Must be fingerprinted through the Department of Justice.

Must have current First Aid and CPR and Health and Safety course.

1. A Child Development Site Supervisor's permit or a Child Development Program Director's permit issued by the California Commission on Teaching Credentialing or meet the qualifications.
2. A bachelor's degree from an approved college or university with a major or emphasis in Early Childhood Education and one year teaching experience in a license childcare center. *(Three semester or equivalent quarter units shall be in administration or staff relations.)*
3. An Associate of Arts Degree from an approved college or university with a major or emphasis in Early Childhood Education and 2 years of teaching experience in a licensed childcare center. *(Three semester or equivalent quarter units shall be in administration or staff relations.)*
4. High school diploma or GED completion, with passing grades, of 15 semester units in early childhood education at an approved college and at least four years of teaching in a licensed day care center.
 - A. Three semester or equivalent quarter units shall be in administration or staff relations.
 - B. Twelve of the 15 units required shall include courses, which cover the general areas of child growth and development, or human growth and development, child, family and community and program curriculum.

Responsibilities

- The director is accountable to the Administrator and the School Board of Mt. Zion Christian School.
- Shall be at the center daily or have a qualified representative.
- Must be able to supervise and work with all staff members.
- Register the children throughout the year.
- Make sure all children are supervised with the correct teacher/child ratio.
- Make sure the environment is safe and clean indoors and outdoors.
- Supervise the curriculum for each class.

- Make sure emergency drills are held in each class.
- Must maintain all records, staff records, enrollment files, tuition records, sign in/out sheets, children's assessments, time cards, payroll records, attendance records and evaluations and injury reports.
- To collect money and keep an accurate record of the school's income in conjunction with the school board treasurer.
- Maintain expenditures within budget limits.
- Prepare reports for School Board with Administrator.
- Be responsible to interview prospective personnel, hire, fire and supervise all staff at the center.
- Set up meetings with the staff for in service training or to address any problems or concerns they may have.
- Conduct new employee orientations and 3 month and yearly reviews.
- Responsible for maintaining a parent board which will include parents rights, school calendar, school schedule, Tax Id number, and a school menu.
- Responsible for maintaining a yearly calendar with final approval from the board.
- Arrange parent conferences and keep it confidential.
- Will be responsible for promoting and raising funds through fundraisers.
- Be responsible for advertising the center.
- Open and close facility