

OVERBROOK PRESBYTERIAN CHURCH
Position Description for Full Time Director of Overbrook Preschool
April 2011

ADMINISTRATION

- Responsible for overseeing day-to-day operations of the preschool program
- Responsible for providing an age-appropriate curriculum and guidance in implementing this curriculum
- Responsible for daily supervision of staff in implementing preschool goals and objectives
- Responsible for organizing preschool staff meetings and direct interaction with the teachers
- Responsible for working with and supervising the preschool parent led committee
- Responding to inquiries concerning the Preschool and its operations
- Responsible for overseeing all program expenditures and receipts to include purchasing of supplies
- Responsible for overseeing recording and depositing monthly tuition payments
- Responsible for hiring and/or dismissal of staff
- Responsible for maintaining accreditation / Step Up to Quality and guiding through the renewal of accreditation / Step Up to Quality
- Responsible for the direction of volunteers, including working with the parking lot coordinator
- Responsible for technology based information management systems

COMMITTEE RESPONSIBILITIES

- Preschool Policy Council (finance and policies)
- Mission Committee (as required)
- Session Counsel (as required)
- Session (as required)

COMMUNITY INVOLVEMENT

- Active in CAEYC (Columbus) OAEYC (Ohio)
- Explore opportunities with Ohio State University and / or Columbus State Community College
- Maintain involvement in surrounding community

ACCOUNTABILITY

- Senior Minister
- Preschool Policy Council
- Mission Committee
- Personnel Committee