

Executive Director

Preschool Management and Communication

- Manage and supervise 14 members of preschool staff including 12 teachers, the Director of Curriculum and Finance, and the Administrative Assistant
- Supervise daily operations of the preschool
- Oversee classroom management and supervision. Address any behavior concerns and serve as contact with teachers and parents when concerns arise. Meet with teachers and parents on an as needed basis.
- Assist in the development and supervision of the preschool budget. Ensure proper handling of invoices, check requests, preschool deposits and monthly credit card expenditures.
- Act as a liaison between preschool staff with intervention specialists, parents, church and community
 - Including photographer, speech and language therapist, psychologists, occupational therapist, school photographer, in school field trips, special guests, representatives from public and private schools and other preschool directors.
- Serve on Board and all committees related to the Board
 - Personnel
 - Finance
 - Long Range Planning
 - AdvancEd Planning Committee
 - Attend monthly Board and committee meetings
- Serve as Parent Council contact
 - Maintain all financial records and manage deposits and check requests from PC as needed as well as any needed communication with Parents Council
 - Special events, parties, financial records
 - Provide Parents Council with monthly PC and Helping Hands financial reports
 - Communicate all parent council event information to families and teaching staff
 - Reserve meeting space for monthly meetings and reserve space for Special Events
 - Help supervise all Parent Council special events and parties
- Serve as main contact with the church. Facilitate all communication with church staff and Session, participate in all TPC staff meetings, retreats, etc.
- Lead policy development and implementation, communication with teachers and parents when concerns arise.
- Manage marketing and student recruitment
- Conduct monthly fire drills and lockdown and tornado drills every 6 months

- Schedule and conduct year round preschool tours
- Supervise administrative team with admissions and class placement for the school year and Camp Sunbeam
- Responsible for maintaining and renewing SACS accreditation and ensure that all SACS and BFTS standards are employed. Prepare and host Engagement Review every 5 years and submit follow up report 2 years after the review.
- Serve on an AdvancED Engagement Team every year (3 full day team visit at the preschool including 2 overnights at hotel)
- Participate in relationship building with other preschools and directors in the area
- Maintain state and national standards
- Communicate with private and public school in the area. Attend tours and special events at the schools. Supervise the application process, including providing recommendations and school observations.
- Oversee the preschools membership and participation in: Georgia Preschool Association, North Georgia Conference Directors Association, NAEYC, AdvancEd, GAYC)
- Plan , schedule and lead New Teacher Orientation, Teacher Planning and Training, all Teacher Workdays, Parents Night, Meet the Teacher, grade level meetings, Pre K School Panel Meeting, town hall meetings, New Parent Orientation
- Supervise and help in implementation of all school parties (Halloween, Valentine's Day, End of the Year party)and school events (Thanksgiving Feast, Christmas Program, Donuts with Dads, Muffins for Mom, Teacher Appreciation Week, Easter Egg Hunts, 3s Spring Sing, Multicultural Feast, Helping Hands Thank you Party, Spring Parents Social, Pre K graduation) and Parent/Teacher Conferences twice a year
- Schedule and supervise yearly Speech, OT screenings and the school photographer
- Handle all logistics for in school field trips (an average of 10 a year)
- Create, maintain and update Master Calendar for the preschool
- Create, maintain and update TPP School Improvement Plan

Personnel Management and Supervision

- Hire, train, supervise and provide professional development for 12 teachers, Director of Curriculum and Finance and Administrative Assistant
- Supervise and maintain all records on teachers
- Complete all Classroom and Teacher Assessments, 4 times a year
- Conduct Fall Erol Assessments and Winter Fidelity of Teaching Assessments on all classrooms and meet with teaching teams to discuss results.
- Meet with individual teachers at least four times a year for annual goal setting meetings, mid-year check in meetings, spring pre review meetings and annual reviews. Schedule and conduct meetings on an as need basis.
- Lead daily staff gatherings, bimonthly staff meetings and plan all teacher workdays

- Plan, schedule and lead Teacher Workweek
- Supervise teachers through classroom and personal evaluation
- Plan, schedule, implement and supervise annual professional development for preschool staff (24 hours a year for each teacher required)

Office Work

- Prepare all materials related to the new school year and summer camp registration
- Maintain school year budget
- Handle all scheduling in Dynacal
- Maintain school website
- Create all registration and marketing forms on the website and Community Root. Work with outside publications to advertise for the preschool.
- Send out survey to families and conduct Town Hall meetings twice a year report results to Board
- Ensure all areas of the preschool remain safe and clean. Work with church property manager to ensure safety and cleaning schedules are being followed.

COVID Response

- Serve as main contact for all COVID related questions.
- Monitor preschool COVID response by working with BFTS, the Buckhead Directors Group and TELC.
- Plan and implement preschool wide response to the pandemic.
- Work with the church, the Trinity's COVID Task Force, and the TPP Board to ensure the preschool is properly responding to the pandemic.
- Assist all teaching staff to ensure they have proper tools to implement virtual learning in their homes. i.e. access to a computer, I pad, internet service in home.

Director of Finance and Curriculum

Preschool Management and Communication

- Work with Executive Director in giving tours, admissions, and class placement
- Work with Executive Director in Teacher Training
- Work with Executive Director in Teacher Evaluations
- Work with Executive Director and Administrative Assistant in preparing and carrying out duties for and during Pre-planning - Create class schedules, create yearly teacher calendar, etc.

Curriculum Development and Management

- Create and maintain curriculum maps for each class
- Serve as a resource for teachers concerning curriculum/academic issues
- Advise teachers to which academic techniques are best
- Supervise students' academic progress and needs
- Supervise students' assessments
- Collect, review, and maintain weekly lesson plans, calendars, newsletters
- Assure lesson plans coincide with TPP curriculum
- Update teachers with news from Creative Curriculum and Learning Without Tears
- Plan, supervise and help implement virtual learning in response to closures due to the pandemic.

Financial Management

- Send tuition invoices
- Receive, record, and maintain records of all registration fees and tuition payments
- Submit all fees/tuition payments to church financial office
- Maintain additional records in Quickbooks
- Communicate with parents regarding tuition payments
- Send receipts as needed
- Receive, record, and maintain records of all camp payments
- Submit all camp payments to church financial office
- Communicate with parents regarding tuition payments
- Send late notices if necessary

Office Work

- Maintain students' folders – Tuition Policy form, financial information, academic information
- Manage Subs - Hire, arrange payment, secure proper documents, call as needed, maintain records
- Manage teacher PTO, maintain records
- Order and maintain supplies for teachers (with AA)

Administrative Assistant

Program Management and Communication

- Manage, organize and maintain teacher workroom
- Maintain library and supervise volunteers

- Supervise school bulletin boards: Set monthly schedule and monitor implementation
- Make programs and promotional materials
- Create and maintain classroom and preschool office first aid kits, classroom and preschool office emergency books and administer first aid as needed
- Hospitality Management: plan preschool staff parties (Teacher Workdays, Christmas pot luck, Fall and Spring birthday celebrations)
- Order classroom supplies and manage teacher workroom supplies (laminator, markers, construction paper, paint, etc)

Office Work

- Greet visitors at preschool door
- Answer telephone
- Communicate with new families regarding school registration
- Maintain children's files
- Maintain school records
 - Folder for each child containing Enrollment Agreement, Medical forms, any other information other than financial
- Student directory
- Create and maintain school enrollment excel list
- Take attendance daily and maintain attendance sheets
- Prepare materials and sign up for tours
- Contacts Hospitality Team for maintenance needs
- Fill in as sub in the classroom as needed
- Make programs and promotional materials
- Create and manage schedule for preschool boards (Specials, Preschool, Pre K and Preschool classroom boards).
- Maintain sign in and out log