

ST. ANDREW LUTHERAN CHURCH
McMANNIS PRESCHOOL AND CHILD CARE CENTER
St. Petersburg, FL

POSITION DESCRIPTION DIRECTOR

PROFESSIONAL QUALIFICATIONS: Bachelor's degree preferably with course work in early-children education. Must meet the requirements of the Pinellas County License Board and be an active member of a mainline Christian church whose teachings are compatible with the Small Catechism of Martin Luther.

RESPONSIBILITIES: The director shall:

1. Administer and supervise the center in accordance with guidelines established by the Commission.
2. Draw up an annual budget for approval of the School Commission and Congregation Council. Ensure that ongoing expenditures comply with the approved budget.
3. Be on site whenever children are present or designate a person to function temporarily as an on- site administrator.
4. Ensure that the center is in compliance with state and county regulations.
5. Devote significant personal time and effort in marketing so as to maintain healthy preschool, aftercare and summer enrollment. Personally visit referral sources at area schools we serve on a regular basis. Supervise email, direct mail, signage, and all other marketing programs. Report monthly to the School Commission on marketing efforts.
6. Initiate and plan with the commission, staff, parents, and other relevant parties to implement the mission, goals, and objectives of the center.
7. Ensure that Christian principles are included in the curriculum and supervise the implementation of the curriculum.
8. Be responsible for the hiring, dismissal, performance, and evaluation of Center personnel within Commission guidelines and with Commission approval. Set efficient staff work schedules.
9. Recommend tuition rates for approval by the Commission. Present all proposed exceptions or deviations from the rates for prior Commission approval.
10. The Director is under the supervision of the Pastor of the Congregation. The Director reports to the School Commission.

Please contact: standrewluth@tampabay.rr.com