



**6101 N. Habana Ave. • Tampa, FL 33614 • 813 872-6744 • Fax 813 872-6013**

Title: Little Lambs Director  
Reports to: Lower School Principal  
Work Year: 12 months

Position Focus: The Little Lambs Director basic function is to supervise our Little Lambs program. The Little Lambs Director reports directly to the Lower School Principal and works directly with the Lower School Principal to coordinate the Little Lambs program.

**Spiritual:**

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

**Position Parameters:**

- Provides spiritual and professional leadership to the faculty, staff and school parents
  - o Role-model for Christian behavior and personal growth
  - o Monitors all contractual requirements, spiritual and professional, of faculty/staff members
  - o Responds to guidance and counseling needs of faculty/staff members, parents and students
  - o Communicates the school's educational goals and mission to faculty/staff/parents and monitors their attainment
- Maintains a highly qualified faculty/staff through recruitment, training and performance evaluation
- Oversees all aspects of the daily operation of the Little Lambs program
- Maintains ongoing communication with the Little Lambs parents through personal contact, phone calls, newsletters, and written notices providing information and promoting a positive school image
- Maintains all DCF regulations, safety/health standards and procedures and communicates any regulation changes to Lower School Principal

- Supervises curriculum development implementation and daily instruction relative to the school's goals and objectives and the requirements of the Department of Early Childhood Education
- Monitors student social, emotional, and academic educational growth
- Maintains all standards required for accreditation by all current accrediting bodies
- Enforces all School Board policies and additional regulations/procedures such as outlined in the Parent/Student Handbook and other governing documents
- Attends Lower School faculty meetings
- Schedules all extra-curricular programs/activities, special classes, lunch periods, substitutes etc. in coordination with the Lower School Principal and Lower School schedules
- Plans and conducts staff development/summer training for Little Lambs staff
- Purchases all classroom instructional materials and equipment and approves all other requests for expenditures
- Maintains good communications and public relations with parents to ensure a strong home/school partnership
- Conducts semi-annual performance reviews for Little Lambs staff
- Monitors staff training requirements, personnel files, and daily performance including HRS screening and training, CPR/first aid requirements, lesson planning and student supervision
- Counsels and disciplines the students in partnership with parents accordingly
- Communicates regularly with the Little Lambs staff
- Assist in hiring and firing of Little Lambs staff
- Assist with any other duties assigned by the Lower School Principal

Qualifications:

- Must have a minimum of 5 years teaching experience in Early Childhood
- Demonstrated ability to supervise, positively communicate and delegate to adults and children
- A Christian who is a member of good standing and actively serving in a Bible believing church
- Director's Credential

