



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

**Title:** Early Childhood Director  
**Reports to:** Lower School Principal  
**Work Year:** 12 months

**Position Focus:** The **Early Childhood Director's** basic function is to supervise the Early Childhood Department (3 months - Kindergarten) and the Extended Day Program. The **Early Childhood Director** reports directly to the Lower School Principal and works directly with the Lower School Principal to coordinate the Early Childhood program.

**Spiritual:**

- Motivates others to accept God's gift of salvation and grow in their faith
- Follows the Matthew 18 principal in dealing with students, parents, staff and administration
- Leads others to a realization of their worth in Christ and cultivates their growth in Christ-like character
- Models in attitude, speech, and action a consistent daily walk with Jesus Christ
- Subscribes to and promotes 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 Directs the planning and implementation of devotions and chapel services
  - 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 Early Childhood department
- Maintains good communication with the Early Childhood parents through personal contact, phone calls, and written notices providing information and promoting a positive school image

- Maintains all DCF regulations, safety/health standards and procedures
- 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 ECD team meetings and summer training for Little Lambs teachers
- Schedules all extra-curricular programs/activities, special classes, lunch periods, etc. in coordination with the Lower School Assistant Principal and Lower School schedules
- Purchases all classroom instructional materials and equipment and approves all other requests for expenditures
- Conducts semi-annual performance reviews for Early Childhood faculty and 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 Early Childhood faculty and staff
- Assist in hiring and firing of Early Childhood faculty and staff
- Assist with any other duties assigned by the Lower School Principal
- Directs the Extended Day Program
  - Delegates responsibilities/duties to faculty and staff members
  - Keeps abreast of current educational practices and attends professional conferences/workshops
  - Safety/health standards and procedures
  - Staff training requirements
  - Plans and schedules all activities of the Extended Day program including school days, vacation days and summer program
  - Information about Extended Day program communicated through website, e-blast and/or a hard copy

- o Purchases all necessary materials, supplies, equipment, and refreshments periodically
- o Monitors staff training requirements, personnel files, and daily performance including HRS screening and training, CPR/first aide requirements, lesson planning and student supervision
- o Maintains communication with the Extended Day parents through personal contact, phone calls, and written notices providing information and promoting a positive school image
- o Maintains all DCF regulations
- o Assumes all responsibilities delegated Lower School Principal to coordinate the ECD program

**Qualifications:**

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