

I. Qualifications

Director must be at least 21 years of age, with educational requirements as described at 922 KAR 2:110, Section 4 (see attached), have satisfactory experience working with children, be mature and sensitive in working with children, parents and other staff members. A criminal records check is required.

II. Accountability

The Director is accountable to the BLC Committee (“Committee”) and the Pastor of Beaumont Presbyterian Church.

III. Responsibilities

A. Classroom

- 1.** Supervise teaching staff.
- 2.** Maintain positive discipline policy of redirection
- 3.** Provide for health, safety and comfort of children enrolled in BLC
- 4.** Document any suspicious or questionable occurrences with staff, parents, or children and report to the chair of the Committee immediately
- 5.** Plan and implement regular fire and disaster drills in accordance with state regulations.
- 6.** Maintain own continuing education in accordance with state regulations and in consultation with the Committee (includes CPR and First Aid Certifications).
- 7.** Make random visits to all classrooms.
- 8.** Recognize common physical, behavioral, and verbal signs of abuse and neglect and report same in compliance with KRS 620.030.

B. Pertaining to Parents

- 1.** Serve as initial contact person when parents visit or inquire about program, and, to the extent possible, meet each parent upon delivery of child the first day of school.
- 2.** Prepare and update parent handbook with approval from the Committee.

3. Distribute parent handbook to all parents of enrolled children.
4. Collect immunization certificates for all children, including updates as necessary.
5. Ensure progress reports are sent home in December and May.
6. Compose and distribute a monthly newsletter.

C. Administrative

1. General.

- a) Manage day-to-day operations of program.*
- b) Know and maintain all state licensing standards and health department regulations.*
- c) Complete Special Risk Accident Insurance Renewal Form and submit check request to church office manager for payment of such. Retain one copy of the insurance policy in BLC Office and provide a copy to the church office manager.*
- d) Plan snack menu within state guidelines.*
- e) Purchase of school, office, cleaning supplies and snacks.*
- f) Prepare monthly program reports, assist with preparation of financial reports upon request and meet with Committee on monthly basis.*
- g) Operate within budget.*
- h) Assist with interviewing and hiring of personnel.*
- i) Approve all persons chaperoning and supervising field trips (in advance of field trip).*
- j) Collect and track tuition and fee payments.*
- k) Contribute a paragraph about the program to the monthly church newsletter.*

2. Personnel.

- a) Supervise personnel and their conduct at the facility.*
- b) Train/orient all new staff.*
- c) Schedule and assist other teachers in scheduling of daily activities of program.*

- d) Evaluate staff.*
- e) Carry out personnel policies of the Committee.*
- f) Conduct regular staff meetings.*
- g) Maintain list of Committee-approved substitutes and secure substitutes in absence of permanent staff person.*
- h) Schedule training of CPR, first aid and other training required by state licensing standards.*
- i) Assure that there is written consent/permission of a parent or guardian prior to any staff member spending time with a student in an unsupervised situation outside of BLC hours of operation.*

3. Record keeping.

- a) Maintain background check on all staff.*
- b) Maintain daily attendance records of children.*
- c) Maintain accurate records for children on Committee-approved forms, updating forms and information as needed; information to include, but not be limited to, parent information, emergency contacts, child's health history, authorization for emergency medical care signed by parent or guardian, immunization record, permission forms for field trips.*
- d) Establish and maintain written schedule of working hours of staff.*
- e) Maintain written records of training participation for each employee, including the training source, location, date and number of clock hours obtained.*
- f) Maintain written plan for staff development.*
- g) Maintain written record of monthly fire drills and tornado drills and quarterly earthquake drills.*

4. Facilities management.

- a) Coordinate use of shared space with church office manager.*
- b) Maintain safe and clean environment in compliance with state licensing and health department standards and regulations.*
- c) Immediately report any security, building, playground, equipment or other maintenance problem to the church office.*
- d) Maintain all supplies and equipment in good working order.*
- e) Launder cleaning rags weekly and mittens, as needed.*

922 KAR 2:110. Section 4. Director Educational Requirements

(2) The director shall meet one (1) of the following educational requirements:

(a) Master's degree in Early Childhood Education and Development;

(b) Bachelor's degree in Early Childhood Education and Development;

(c) Master's degree or a bachelor's degree in a field other than Early Childhood Education and Development, including a degree in pastoral care and counseling, plus twelve (12) clock hours of child development training;

(d) Associate degree in Early Childhood Education and Development;

(e) Associate degree in a field other than Early Childhood Education and Development, plus twelve (12) clock hours of child development training, and two (2) years of verifiable full-time paid experience working directly with children in:

(f) A Director's Credential in Early Childhood Development and one (1) year of verifiable full-time paid experience working directly with children in:

1. A school-based program following Department of Education guidelines;
2. An early childhood development program, such as Head Start; or
3. A licensed or certified child care program;

(g) Child development associate plus one (1) year of verifiable paid experience working directly with children in:

1. A school-based program following Department of Education guidelines;
2. An early childhood development program (head start); or
3. A licensed or certified child-care program; or

(h) Three (3) years of verifiable full-time paid experience working directly with children in:

1. A school-based program following Department of Education guidelines;
2. An early childhood development program, such as Head Start; or
3. A licensed or certified child-care program.