

## Job Title: Parents' Day Out Director

### General Description:

The Parents' Day Out Program is responsible to the Children's Minister and provides a safe program for preschoolers on a part-time basis. Employs caregivers to adequately implement the program. PDO Director must be a church member.

### Principal Functions:

1. Prepare and follow a budget for the program that is self-sufficient.
2. Supervise all PDO workers including hiring, training and terminating according to church policies.
3. Set calendar for the PDO year with approval from the Children's Minister.
4. Keep informed on the current early childhood education methods, materials, promotional ideas and administrative techniques, utilizing them where appropriate.
5. Structure each class at the beginning of each year making sure budget will be met and classes are not too large with room assignments approved by the Children's Minister.
6. Set daily schedule for the program including gym, playground, lunch, and chapel time.
7. Prepare curriculum for each class.
8. Collect registration annually and tuition monthly.
9. Prepare handbook for parents and keep open communication of all policies with parents.
10. Clear special events that are outside of normal room assignments/times with the front office receptionist to get calendar approval.
11. Perform other job-related duties as assigned.

### Staff Relationships:

1. The PDO Director is referred to as a support supervisor.
2. The PDO Director is an exempt employee, paid by salary over 10 months, August-May.
3. The PDO Director is expected to be in the office every time the program is open unless ill or with approval from the Children's Minister.
4. This position is supervised by the Minister to Preschool and Children.