

Director of Weekday Education Job Description Westwood Baptist Church

Qualifications:

- A person who exemplifies a growing relationship with Jesus Christ.
- A person who invest in people who will impact their world for Jesus.
- A person who demonstrates a willingness to partner with Westwood Baptist Church to fulfill its mission and purpose.
- A person with at least two years experience in childcare, teaching, or managing an education program.
- A person that possesses good administrative and organizational skills.
- A person that possesses good written and oral communication skills.
- A person that possesses a good knowledge of computer skills as required.

Expectations and Responsibilities:

The Director will have the responsibility of the over all program of Weekday Education (WDE), which includes working with teachers to plan content taught during the school year in each class, supervising teachers and other WDE staff, providing continuing education and training for teachers, purchasing supplies and equipment, maintaining policies and procedures of WDE and managing the WDE finances. The Director will report to the Director of Preschool Ministries, Weekday Education Ministry Work Team and the Pastor of Families.

Teachers:

- ⇒ Hold monthly staff meetings to discuss curriculum to be taught for the next month.
- ⇒ Create a calendar of events to distribute to parents on an annual and monthly basis.
- ⇒ Review daily lesson plans.
- ⇒ Provide teachers additional training to enhance the WDE program.
- ⇒ Maintain records of vaccines and/or annual tests for teachers.
- ⇒ Assist teachers with challenging family dynamics or situations.
- ⇒ Assist teachers with classroom discipline as needed.
- ⇒ Secure substitutes from an approved list when necessary.

Communication:

- ⇒ Establish and maintain clear communication between parents, teachers, Director of Preschool Ministries, WDE Work Team, and church staff.
- ⇒ Attend WDE Work Team meetings and serve as an ex-official member of that team.
- ⇒ File incident reports of any nature (staff, children or parents) with WDE Team and church HR department as well as inform the Director of Preschool Ministries and the Pastor of Families.
- ⇒ Screen registration forms for prospects (unchurched families) for Westwood's outreach ministries.
- ⇒ Contact families that are late on payments (past the 15th of the month) in order to gain information on challenges or minister opportunities.

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Purchasing/Facilities:

- ⇒ Responsible for purchasing and general upkeep of equipment.
- ⇒ Responsible for purchasing and maintaining adequate supplies.
- ⇒ Report to Facilities Manager any damages to equipment or issues with the facilities.
- ⇒ Request room usage and equipment needs for WDE events via the church calendar.

Enrollment:

- ⇒ Will set registration dates, ensure policies, procedures, and current rates are place on the church website.
- ⇒ Will screen all registration forms.
- ⇒ Will provide WDE Work Team the enrollment numbers needed to meet the annual budget needs.

Finances:

- ⇒ Will oversee all finances, payroll, fees and licenses.
- ⇒ Will submit a financial report quarterly to the WDE Work Team, the church treasurer, and at regular church business meetings.
- ⇒ Will work with the financial secretary and WDE Work Team to prepare a budget for Westwood's church council.

Miscellaneous:

- ⇒ May attend an approved workshop or class for continuing education supported by the WDE budget.
- ⇒ Other duties or responsibilities may be assigned if necessary by the Director of Preschool Ministries, WDE Work Team, or the Pastor of Families.