

Graceland Preschool Administrator

Qualifications/Responsibilities

Educational and Professional

A high school diploma is required with at least one educational requirement combined with experience as listed in the Ohio Department of Job & Family Services Child Care Center Rules 5101:2-12-07 Appendix A.

Spiritual

- A believer and follower of Jesus Christ
- Willing to follow the by-laws of Grace Missionary Church
- Willing to extend the Church's ministry through the Preschool

Job Description and Duties

1. Attend all Preschool Board meetings and report at those meetings the progress of the Preschool.
2. Be responsible for all public relations, including preparation of brochures, advertising, newsletters, pictures and articles for the local newspaper, and a quarterly insert for the Church bulletin.
3. Prepare a yearly summary report for the Church's Annual Report and Annual Meeting. (Jan.)
4. Responsible for the daily operation of the Preschool maintaining compliance with Chapter 5101:2-12 of Ohio's Administrative Code.
5. Be on-site at the Preschool a minimum of half the hours the Preschool is open.
6. Responsible for financial matters, such as collecting all tuitions and other income, writing receipts, keeping record of payments and deposits, making bank deposits, and signing all checks. Checks may also be signed by the Preschool Board Chairperson. (weekly)

7. Work with the Church Office Assistant to approve payment of expenses, payroll, and to make an annual budget proposal for the Preschool Board.
8. Responsible for the purchase of supplies and teaching materials, and the purchase and maintenance of the Preschool's equipment with approval from the Preschool Board and when necessary, the GMC Building & Grounds Team.
9. Responsible for making quarterly playground inspections and completing JFS 01281.
10. Responsible for updating an inventory of Preschool equipment at the end of the school year.
11. Employ substitute Teachers and substitute Teacher's Aides and be sure the Preschool is adequately staffed during school hours. A list of substitutes shall be made and kept current. Any new names added to the list shall be approved by the Preschool Board.
12. Responsible for having planning sessions or staff meetings with the Teachers and Teacher's Aides as needed.
13. Responsible for the arrangement of any additional custodial services, sound/power point services, and completing Church's Facility Use Form for special Preschool events.
14. Assist the Preschool Board in soliciting and reviewing resumes and interviewing applicants for the position of Teacher or Teacher's Aide. New hires must be approved by the Preschool Board. The GMC Leadership Team should be advised of any staffing changes.
15. Responsible for the registration of each child including: (Sept. or as needed)
 - a. Application for registration and registration fee
 - b. Tuition agreement
 - c. Child's medical statement (JFS 01305)
 - d. Enrollment Form (JFS 01234)
 - e. Emergency transportation authorization form (JFS 01234)
 - f. Parental Permission for Release

Sent to
parents
in June



g. Child Medical/Physical Plan, if needed (JFS 01236)

16. Responsible for determining the number of classes needed and staffing needs based on enrollment and making a proposal to the Preschool Board for approval.
17. Responsible for making announcements for school delays and closings.
WCSM Radio WLIO TV
18. Post evacuation procedures, medical emergency plan, staff/child ratios, daily schedules, license, and disease outbreak information. -updated annually
- in all rooms + gym
19. Prepare class rosters with student emergency information listed for each child and placed on a clipboard to be carried by each Teacher's Aide.
20. Responsible for implementing the Preschool's Security Plan and the Policies and interpreting them for Teachers, Teacher's Aides, parents, and other interested groups.
21. Responsible for keeping all records needed for Ohio Department of Job & Family Services (ODJFS) rules governing child care centers and be prepared for annual inspections. Also, shall notify ODJFS of any changes to the program online at the Ohio Child Licensing and Quality System (OCLQS).
22. After the annual inspection correct all out of compliance rules and submit a correction plan to ODJFS online at OCLQS.
23. Administer to any child only medications previously approved on the completed Request For Administration of Medicine (JFS 01217).
24. Notify the Mercer County Health Department of any serious diseases, etc.
25. Responsible for contacting parents who are late with tuition payments to encourage them to get current with their payments or develop a payment/assistance plan.
26. Prepare monthly snack schedules and notify parents accordingly. Have extra snacks available.

27. Obtain a Food Service Exemption License annually from the Mercer County Health Department (JFS 01240). (July-Aug.)
28. Prepare written evaluations for each Teacher and Teacher's Aides once per year, and then meet with each Teacher and Teacher's Aide to discuss them.
29. Work with the Teacher and parents to utilize the Mercer County Educational Service Center to receive extra support for the special needs of a child when necessary.
30. Responsible for planning the yearly calendar including open house, work days, vacations, orientation, winter program, graduation, and submit the calendar to the Preschool Board for approval. (May)
31. Work directly with the Preschool Teachers to develop new curriculum ideas and make the necessary modifications to meet the needs of the students. The curriculum should include Bible stories and lessons. The general curriculum should receive final approval by the Preschool Board. Any changes in curriculum need to be discussed in a staff meeting, and then with the Preschool Board.
32. Responsible for updating annually the Parent Handbook and submitting it to the Preschool Board for approval. Then provide a copy to all parents and staff members. (Aug.)
33. Schedule the annual fire inspection with the Celina Fire Department and submit completed Fire Inspection form (JFS 01303) to ODJFS. (July)
34. Document the dates of month fire drills, quarterly lockdowns, and tornado drills in September, March, April, and May.
35. Complete in-service and professional development requirements as mandated by ODJFS (JFS 01307 and JFS 01276).
36. Keep record of in-service trainings and professional development hours for each Teacher and Teacher's Aide. Schedule any needed in-service trainings and suggest professional development opportunities for the staff.
37. Prepare the end of the year certificates or diplomas for each child. Assist the Teacher with preparations for the Preschool Graduation in May.

- (kept weekly & monthly)
38. Compile the end of the year Teacher assessments and attendance record for each Pre-K child and send them to the appropriate school district or to the parent. (May)
39. Be willing to perform any duties that are deemed necessary by the Preschool Board.
40. Will be evaluated annually by the Preschool Board.

