

All Saints' Episcopal Church and Day School
4201 W. Washington Ave
Las Vegas, NV 89107
702 878-2373 - rector@allsaintslv.com

Day School Director Position Description

This position description may be amended during the course of employment with the concurrence of the employee.

Job Description:

Director of Day School operations, supervision of school staff and teachers for 100 student day care, preschool, and kindergarten.

- Reports to the Rector of All Saints' parish, or a Board of Directors appointee.
- Interprets the purpose, goals, and philosophy of the School based on policies and goals established by the Board and requirements of appropriate city, county, state, and federal agencies
- Evaluates the overall School program with the staff and reports such evaluation(s) to the Board at least annually (by the end of the month following the end of the fiscal year)

Ex officio member of the Board of Directors

- Prepares agenda and minutes of monthly and special Board meetings.
- Notifies Board members of meeting schedule
- Maintains current list of Board members with full contact and term of service information.

Personnel supervisor for Day School Staff

- Makes recommendations to the Board regarding staff position and hiring
- Authority for termination of employees for substandard performance or policy violations, or for necessary staff reductions
- Plans and conducts staff meetings and required staff training
- Performs and documents staff evaluations
- Interviews and hires necessary staff to fill vacant positions
- Creates and maintains, or supervises creation and maintenance of staff schedules, class lists, time sheets, check in sheets, and other necessary logs and schedules.

Financial Management

- Prepares, in consultation with School Board treasurer, the annual budget, to be presented to the Board the month prior to the beginning of the fiscal year.
- Supervises maintenance of, or maintains, all financial records, including payroll, student tuition payments, customer accounts, creation of invoices, check writing.
- Monitors customer accounts and creation of invoices.
- Contacts parents regarding overdue payments on accounts.
- Prepares or supervises preparation of, and verifies employee time sheets used for payroll reporting to payroll service.
- Authorizes and supervises the purchase of equipment and supplies, up to \$500 without board approval.
- Provides monthly financial reports to the Board
- Prepares appropriate response to financial and other donations and provides appropriate receipts for tax-deductible donations.

Personnel, Student, and Professional Records keeping

- Maintains student personal records

- Maintains staff health and professional records
- Maintains all records and permits required by local, county, state, or national agencies
- Maintains contact information and records for prospective students

Safety and Crisis Management Program

- Develops and supervises day-to-day class room and playground safety programs
- Develops and maintains crisis management policies and procedures, including fire, police emergency, intruder, airborne, Insect, and evacuation.
- Trains staff and conducts necessary drills with staff and students
- Isolates and cares for ill children in accordance with health district guidelines and contacts parents regarding ill children.
- Administers or supervises necessary prescription and non prescriptions medications to students and makes appropriate log entries.
- Maintains the student first aid kit.
- Prioritizes placement of children and staff based on safety and health needs.

Family and Student Relations

- Provides information and facilities tours for prospective students and parents.
- Communicates with parents regarding children needing care, behavior or health problems, and overall school and safety, health, and educational concerns in compliance with school policies and city and state licensing agency requirements.

Marketing and Advertising

- Responsible for developing and implementing appropriate advertising and marketing projects. Develops or supervises development of ad copy, web site content, signs, banners, or other advertising media.
- Assists the school board with special projects to enhance the image of and promote the school in the community.
- Regularly submits articles about the school for the parish Newsletter.

Other duties and responsibilities

- Creates or supervises creation of appropriate response to telephone calls, email, and written correspondence.
- Responds to changes in law, policy, and procedure changes from City, county, state, and federal requirements and procedures developed by the Board of Directors.
- Other duties and responsibilities as defined by the rector or the Board of Directors as necessary to meet the needs of the Day School.
- Assists the School Board and Parents organization with fund raising projects and other school related activities.
- Supervises planning and conducting special events, such as student programs and kindergarten graduation.
- Attends monthly parish vestry meetings, or submits a written report on school programs and activities

Qualification and Experience

Nevada State Teachers or Administrators license or equivalent education and experience to meet Nevada State Licensed Private Schools requirements

- Meet City of Las Vegas Licensing requirements for Child Care Facility, including education in child development, child psychology, or education related to the health of children.
- Experience as a Kindergarten or primary school teacher and child care helpful

- Basic Computer skills and be able to do computer word processing, data and financial management, and email and fax communications.
- Must obtain city and county health and work permits
- Ability and interest to work with staff, parents, and students and safeguard confidential and personal information.

Work Schedule and Compensation:

Part time: 30 hours per week during the academic year, a minimum of 25 hours per week during summer school break.

Normal Work Hours: Monday through Friday, during school hours, some discretion on daily hours of work.

Salary: \$30,000 initial annual salary with cost of living and incentive raises as appropriate, computed hourly and paid twice monthly.

Benefits:

Health Care Insurance

Health care insurance is not provided as part of compensation, however programs are available, paid by the employee through pre-tax payroll deduction.

Worker’s Compensation and Unemployment Insurance: Provided IAW state and federal law.

Social Security: Covered by FICA. The School contributes one-half the total contribution and employee’s contribution amount is withheld from wages.

Paid Vacation: Three weeks annually, Two Weeks during Christmas School Break, One week during Easter School Break. Vacation does not accrue beyond the calendar year. Any unused vacation may be paid upon termination of employment, upon written request of the employee.

Personal and Sick Days: Entitlement for sick days is 4 hours of sick leave accrued for each 80 hours of work (5% of hours worked). Unused sick leave will be paid at the end of the summer session and the regular 9-month session as a bonus. With rector or board approval, workdays and times may be adjusted to allow for personal time.

Holidays: Federal and State holidays, coinciding with School Holidays.

New Year’s Day	Presidents’ Day	Nevada Day
Labor Day	Martin Luther King Day	Memorial Day
Independence Day	Thanksgiving (Thu & Fri)	Christmas Day

Continuing Education: Some continuing education is required as part of maintaining educational credentials. Director is expected to meet all requirements and encouraged to seek additional professional and personal development education opportunities.

General Rules of Conduct:

Personal phone calls and visitors: Are permitted as long as they do not interfere with regular duties and responsibilities.

Smoking: Is not permitted in any parish or school facility, or in the courtyard when school is in session.

Dress and Demeanor: Employees are expected to dress appropriately for an office setting to greet the general public. All persons calling or entering the school or parish facilities are to be treated with respect and courtesy.

Performance Evaluations: Will be conducted at least annually and will be the basis for incentive raises and/or increase in benefits. The Position Description, as amended during the course of employment, will be the standard for evaluations. The rector, or someone appointed by the Board of Directors will conduct evaluations.

Use of Personal Vehicle to conduct school business: Mileage is reimbursed at the current IRS standard rate.

I have reviewed and accept this Position Description and terms of employment.

Signature of Employee

Signature of Rector

Date: _____

Approved by the Board of Directors

Chairman of Board of Directors

Date