



BISHOP CHATARD HIGH SCHOOL

Director of Early Childhood Education

Bishop Chatard High School

The Director of the Bishop Chatard (BCHS) Early Childhood Education and Care program (Trojan Tots) must embrace and support the Catholic mission of Bishop Chatard High School through the implementation of the responsibilities of managing the BCHS Trojan Tots programs and facilities. The Director will develop and implement a quality program of care and education to the children entrusted to us through a high level of leadership, professionalism and compassion.

Oversight of the operations of Trojan Tots to include the following responsibilities:

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- Management of the site director(s), teachers and aids to include goal setting, mid-year and end-of-year reviews and ongoing professional development
 - Hire and train new teachers on Trojan Tots Preschool policies, procedures and best practices
 - Lead ongoing professional development for directors and teachers to include training and support in the areas of curriculum development, environment planning, classroom management and family communication
 - Provide timely and relevant communications with employees and school families including monthly school-wide parent newsletters
 - Stay current on the latest developments in the field of Early Childhood Education and day care
 - Interview, hire and manage site director(s) and, along with the site director(s), interview, hire and manage the required teaching staff
 - Maintain and update staff handbook when necessary
 - Maintain operational licensing requirements
 - Fill in for the site director(s) and teachers as necessary
 - Work with BCHS to oversee contracted services (maintenance, custodial, utilities, internet, phone, etc.), check requests/bills/budget
 - Maintain proper children and staff files per ministry guidelines
 - Register and enroll new and current families each year during the registration period
 - Manage the waitlist/new school year enrollment projections
 - Attend regular meetings with site directors and BCHS administration
 - Schedule and lead regular meetings with families and staff when necessary and meet with families or staff as needed
 - Develop and update important documents (i.e. handbook, registration letters, staff evaluation forms, other important forms, etc.)
 - Oversee the provision of meals to children as well as consumables, classroom supplies, etc.
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