



Job Expectation and Responsibilities

Site Director

Classroom/Teacher Support

- Along with the Executive Director, hire and manage an appropriate teaching staff according to the proper ratios in each age group
 - Ensure classrooms are properly staffed each day by subbing and/or securing subs when necessary
 - Offer support, training and expertise to teachers at your location
 - Offer Naptime/break support when necessary
 - Offer support in classrooms for bathroom breaks, phone breaks, to leave for appointments or unexpected illness (or child's illness) or other special activities when needed
 - Along with Executive Director, perform semi-annual Staff Evaluations on all staff at your location
 - Encourage and allow Professional development opportunities for yourself and staff
-

General School Maintenance

- Maintain a clean and esthetically pleasing school environment
- Cleaning/dusting/organizing all common spaces throughout the school
- Keeping closets organized and toys in good working order
- Contacting help if/when needed (bathroom maintenance, etc.)

General Office

- Keep up with current Indiana Unlicensed Registered Ministry requirements (including staff and children files, fire drill records and health & safety standards)
 - Track attendance with entry sign-in sheets
 - Schedule and lead school tours when necessary
 - Attend Weekly meetings with Executive Director of Early Childhood Education
 - Attend/Lead meetings with families and staff when necessary or requested
 - Answer phones/return voicemail messages
 - Parent communication—emails and bi-weekly site newsletters
 - Attend Parent Committee meetings for your location
-