

Saint Andrew Nursery School & Kids' Day Out
Job Description
Director of the Saint Andrew Nursery School & Kids' Day Out

About Saint Andrew Nursery School & Kids' Day Out (NS/KDO)

Saint Andrew Nursery School & Kids' Day Out, located at 3535 Kessler Blvd., North Drive, Indianapolis, Indiana, is an unlicensed, registered childcare ministry serving the northwest side of Indianapolis to over fifty (50) children. The NS/KDO program is under the auspices of Saint Andrew Presbyterian Church where all are welcome. The NS/KDO program provides a loving and caring atmosphere to the children and families we serve ranging from 6 weeks to 5 years old. In addition, Saint Andrew NS/KDO has nursery school curriculums for children ranging from two to five years old.

Saint Andrew NS/KDO Director's Position

Saint Andrew is seeking a qualified candidate for the position of Director of the NS/KDO program. Duties and responsibilities include, but are not limited to, hiring staff, writing monthly newsletters for staff and parents, preparing weekly staff schedules, answering and responding to inquiries from prospective parents regarding enrollment at Saint Andrew NS/KDO. The position also requires the Director to be responsible for special events throughout the year, specifically, the Halloween Party, Harvest Party and Christmas Program and other special events. This position also requires the Director to engage in fundraising opportunities which enhance the ability of the NS/KDO to provide additional educational programs.

The Director will be responsible for developing curriculum for all children (infants to 5 years old) including a summer-fun filled program. This position also requires interaction between parents and staff and program development for staff.

Saint Andrew NS/KDO is interesting in obtaining certification through the "Paths to Quality" program. Experience with the "Paths to Quality" program is preferred, but not required.

The Director reports to Head of Staff and must have the ability to work with a large and diverse staff. This position also requires a person who is flexible and has the ability to multi-task.

Educational Background

Applicant:

- Must be 21 years of age
- Must have a passion for working with children

- Experience managing staff and scheduling employees' hours
- Must have a BS or BA degree with course work in childcare or childcare development, or equivalent work experience in lieu of a degree.
- Excellent communication skills, both written and verbal
- Ability to speak effectively with parents and employees
- Ability to work in a team environment for the greater goal of the NS/KDO program
- Strong organizational and analytical skills
- Ability to manage multiple projects with skill and grace
- Ability to understand fiscal planning, e.g., budget, wages, etc. and to coordinate fiscal concerns with the Head of Staff, Finance Team, and Bookkeeper
- Understand the certification and survey process administered by the Department of Health, Fire Marshall and Family and Social Services Administration and respond to any questions posed during the survey process
- Purchase supplies and equipment for the operation of the NS/KDO program
- Must be able to drive, pass the fingerprinting process, and provide work-related references. At least three professional references are required
- Previous Director and/or classroom experience desired, but not required

Salary

\$30,000.00 - \$40,000 commensurate with experience. 40 hours/week

Please direct inquiries to:

Gretchen Schneider, Pastor (317) 829-0199

Karen Smith Filler, Interim Director (317) 829-0208)