

Executive Director

The Executive Director will serve under the supervision of the Assoc. Pastor of Education and Administration in accomplishing the following:

1. Responsible for the daily operations of the center
 - a. Scheduling staff
 - b. Contacting and securing substitutes
 - c. Making staff assignments
 - d. Overseeing the work of the staff
2. Deals with State Representative (Bright From the Start)
 - a. Inspections
 - b. Reports
 - c. State Regulations
3. Responsible for the orientation of new workers
4. Mediator between parents and staff
5. Make sure the center is operating within policies both for the children and for the staff.
6. Keep all records and files necessary for the approved operation of the center up to date and secure:
 - a. Children's files, including incident reports, medical and immunization forms.
 - b. Staff Files – including background checks
 - c. Training Records
 - d. Drills and emergency policy implementation
 - e. All other records necessary for state approval
7. Develop and implement the annual school calendar
8. Advertise, recruit and enroll new students
9. Compose and submit annual budget to the church Finance Committee
10. Make sure center is always operating within the approved budget
11. Work with teachers in producing and utilizing daily lesson plans and monthly themes of study
12. Evaluate center policies with the Assistant Director for changes which might be needed, areas to add or policies which are not working. Make suggestions to the Faith Friends Academy Board for review and final decision.
13. Work with Assistant Director in resolving problems with parents and staff.
14. Research, write and submit grants to private sector companies (never anyone associated with local, state or national government). Solicitation of funds from individuals is also prohibited.
15. Order all supplies and equipment within budget and after checking with Financial Administrator to assure a positive cash flow.

13. Interview new staff with Assistant Director
14. Develop and implement vision in consultation with Faith Friends Board
15. Attend FBC Staff meetings
16. Facilitate a Biblical environment to promote the reputation of the church
17. Other duties as assigned