

# UNIVERSITY BAPTIST CHURCH

## Mother's Day Out Director



### General Description

The Mothers' Day Out Director manages and is responsible for all aspects of the day-to-day operations of the program, that provides unity of the mission of University Baptist Church. These responsibilities include curriculum development, hiring and management of teachers and staff, communication, recruitment and enrollment, parent relations, budget development, supplies and equipment purchasing and other duties which may be identified on an ongoing basis. The Director leads teachers creates relationships with parents, and provides guidance and direction to foster each child's success and to ensure the program's continued reputation of excellence.

The Mothers' Day Out Program operates as a ministry of University Baptist Church under the governance of the UBC Governing Board and the supervision of the Pastor. The Mothers' Day Out Board provides support and guidance.

The school year is September through May and hours of operation are 9 am - 12 pm on Tuesday, Wednesday, Thursday, and 9 am - 12 pm on Friday for the 4-year Pre-k.

The program also offers two summer sessions for two weeks in June and July.

For more details go to [www.ubc-br.org/mdo](http://www.ubc-br.org/mdo).

### Task and Responsibilities:

The Mother's Day Out Director's responsibilities include but are not limited to:

#### Program Supervision

- Oversee all day-to-day operations of the Mothers' Day Out Program
- Oversee all recruitment and enrollment activities; includes coordinating online registration and tuition payments with the UBC financial office
- Collaborate with the UBC Senior Pastor and ministerial staff on the spiritual development of the MDO children and staff
- Plan and coordinate MDO special events in collaboration with UBC; events may be held on a weekends or evenings
- Report property maintenance issues to the UBC custodial staff and Properties Committee

#### Teacher and Staff Hiring/Development

- Hire and supervise all teachers, substitute teachers and staff; currently have 17 teachers and subs
- Prepare in-service teacher and staff trainings
- Work with Curriculum Director to evaluate and procure equipment and materials
- Work with teachers and staff to set individual goals and education plans; conduct annual performance reviews

#### Classroom Supervision

- Manage room assignments of students
- Observe and advise teachers on their classroom leadership, team collaboration, curriculum implementation, parent relationships, and adherence to the mission of the program
- Ensure that all classrooms are safe and adequately staffed
- Help teachers with classroom discipline issues and ideas
- Assist, as needed, in classroom activities and special events

#### Communication

- Author weekly email communication with parents, teachers, and staff

- Prepare and present reports as needed to church leadership
- Attend weekly UBC staff meetings

### **Financial/Property**

- Maintain all financial records in coordination with UBC's financial office.
- Prepare annual budget
- Order and maintain all curricular, operational, and administrative supplies

### **Minimum qualifications and skills:**

- Bachelor's degree in a related field or 5 years' experience in Early Childhood education which includes both classroom and administrative responsibilities.
- At least one year of supervisory experience
- Demonstrated ability to relate sensitively to children, parents and staff
- Openness to, and interest in, the spiritual formation of children
- Computer and email proficiency; including knowledge of excel
- Basic financial management skills
- Able to work nights and weekends for special events

### **Preferred Requirements:**

- 3 to 5 years of classroom teaching experience
- 3 to 5 years of supervisory experience
- Experience in admissions process including recruiting new families

### **How to apply and required application materials**

To apply, please email the following materials (in PDF or Word format) to the Search Committee at [manager@ubc-br.org](mailto:manager@ubc-br.org) by **April 20, 2020**:

- Complete resume, including all schools, degrees and positions held
- One- to two-page personal statement describing qualifications, educational philosophy and salary requirements
- Three professional references including telephone number and email address
- Background check and fingerprinting (semi-finalist candidates only)