

PDO Director Job Description

The Church at Sterchi Hills

The PDO Director is responsible for overseeing the PDO facility and program to ensure that children have a safe and fun environment to learn and socialize with others. The PDO Director understands that all students enter at different maturity levels and grace is extended as students learn and grow in a classroom setting. The Parent's Day Out program is an outreach ministry of the Church at Sterchi Hills. The PDO Director's duties include hiring qualified childcare staff, setting budgets yearly, snacks, spring and christmas programs, and supplies. The PDO Director proactively communicates with parents/guardians to accommodate their child's needs.

Parent's Day Out Director Skills and Qualifications

- **Previous Childcare Experience:** they need to know how to handle a group of children, understand childhood development, and have the know-how to establish classroom structure.
- **Business management:** The PDO Director runs all aspects of the childcare facility including purchasing supplies, maintaining class lists and schedules, preparing an annual calendar (including summer program if chosen), and working within a budget.
- **Firstaid:** have a working knowledge of child safety requirements and be up-to-date on first aid protocol.
- **Excellent communication skills:** must be an excellent communicator, being able to confidently take prospective parents/guardians on a tour, write emails and social media posts, and conduct staff meetings as needed.
- **Good crisis management:** Must have strong crisis management abilities, being able to remain cool and composed in a crisis.
- **Leadership skills:** The Director's job is to keep staff motivated and resolve conflicts. The Director must be able to maintain confidentiality in all situations.

PDO Director Duties and Responsibilities

- **Develop a curriculum and program:** Works closely with the program's teachers,

creating Bible-based learning plans or programs. The Director should work with the Children's Ministry Director of the Church to engage families in ministry opportunities.

- **Oversee staff:** Staff management is one of the most important tasks of the PDO Director. They must interview, hire, and train staff, making sure that all background checks have been conducted before the staff works with children. Trainings should include CPR and first aid. Proper praise and recognition should be offered to the staff as needed. The Director must maintain a working list of substitute teachers, who must also complete and pass a background check before working.

- **Manage facilities:** The PDO Director must make sure that the facility is safe and well-stocked. That includes checking that safety equipment is available and working, removing hazards, and ensuring the facility is always clean and orderly. All items must be returned to their location. Laundry must be done weekly (changing pads, etc.,). The playground gate should be secured and equipment regularly checked for any maintenance needs.

- **Create budget:** The PDO Director works with the Executive Pastor regarding finances. This includes creating and working within a budget, staff evaluations and raises, and tuition increases as necessary.

- **Prepare Handbooks:** The PDO Director should prepare and provide employee and parent handbooks regarding the policies and procedures of the program. These handbooks must coincide with the church's *Policies*.

- **Meet & Greet Parents/guardians:** The PDO Director should be at the entrance to greet parents/guardians and children for the first 30 minutes of each day, as well as during pick-up time. This entrance is unlocked during this time and the Director's presence ensures the security of the building, as well as providing parents/guardians and children with a warm, welcoming face at the beginning and ending of each day.

- **Meeting with parents/guardians and teachers:** The PDO Director must be willing to meet with parents/guardians and teachers to keep parents/guardians up-to-date on their child's development and progress, including discussing ways to address any learning or behavioral issues. It is not the PDO Director's responsibility to diagnose any medical/behavioral issues, rather they should bring it to the attention of the parent/guardians.

- **Regular PDO Staff Meetings:** The PDO Director should hold regular staff meetings (at minimum before each session – fall, spring, and summer) to review the program policies

and prepare for upcoming events and special days.

•Maintain records of the program: The PDO Director is responsible for maintaining Information Sheets on all children. Special needs and allergies should be posted in the student's classroom while maintaining confidentiality as much as possible. The class rosters and waitlist should be kept by the Director and shared with the Children's Ministry Director. Those on the waitlist should be notified periodically of their progress.

Parent's Day Out Director Experience Requirements

Experience Requirements

The Director must have experience in child care and leadership rolls.

Physical Requirements

The PDO Director must be able to do the following: Talking, walking, climbing stairs, use of short ladder or stepstool, bending, stooping, lifting (up to 20 lbs), and reaching.