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**JOB TITLE: DIRECTOR - PROGRAM ADMINISTRATOR**

**PAY: Commensurate with Experience**

**HOURS: 20-24 per week/ flexible but must include 3pm-4pm M-F.**

**OPENING: Until Filled**

**HOW TO APPLY:**

**All applicants are to submit a cover letter, resume and desired salary to [pastor.stantonreformed@gmail.com](mailto:pastor.stantonreformed@gmail.com).**

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The director is responsible for the administrative oversight of both the private and public-funded classrooms and serves as the primary liaison between the preschool, families, staff, and Readington Township. The director shall answer to the Pastor of the Stanton Reformed Church, and have an Assistant Director and Administrative Aide as part of their management team.

The director shall meet the following qualification requirements:

1. Master's Degree in any field related to children or business, or
2. Bachelor's Degree with one year of managerial or supervisory experience

**Key Responsibilities:**

1. Daily Operations and Program Leadership
  - Manages scheduling, staff ratios, transitions, and supervision
  - Oversees classroom routines, materials, and student records

- Meet with Stanton Learning Center Advisory Board (Board) once a month
- Conducts safety checks, behavior support, and conflict resolution

## 2. Staff Supervision and Development

- Hires and evaluates teachers, aides, and substitutes with approval of the Board
- Observes classrooms and provides feedback
- Organizes ongoing professional development and training

## 3. Curriculum and Assessment

- Implements and monitors Creative Curriculum (PEA) and Christian-based curriculum (private)
- Ensures fidelity to curriculum goals and state standards
- Manages GOLD assessment tool and student progress monitoring (PEA)

## 4. Family Engagement and Communication

- Leads family orientations and conferences
- Maintains regular communication with parents
- Handles enrollment, waitlists, and tuition communication for the private classroom

## 5. Licensing Support (Operational Role Only)

- Maintains documentation needed for DCF licensing visits:
  - Staff credentials and health records
  - Child attendance and immunization records
  - Fire drill and emergency preparedness logs
- Implements corrective action plans if DCF citations are issued

## 6. PEA-Funded Public Classrooms (Readington Township)

- Serves as the primary liaison to the public school district
- Complies with all PEA expectations:
  - P-3 certified staff
  - Approved curriculum (Creative Curriculum)
  - Assessment tools (GOLD)
  - Participation in district coaching, technical assistance, and monitoring
- Attends district meetings and collaborates on enrollment and compliance

#### 7. Relicensing Year Duties

- Signs and submits the DCF license renewal application
- Ensures building compliance and inspection readiness
- Responds formally to any DCF findings
- Attends the on-site licensing visit
- Gathers and organizes all operational records
- Leads the on-site licensing visit
- Ensures staff and classrooms are prepared
- Implements any necessary corrections or updates