

# JOHN WESLEY EARLY LEARNING CENTER

## GENERAL GUIDELINES FOR EARLY LEARNING CENTER ADMINISTRATOR

### Primary Goals of Administrator

- To oversee daily operations at the school
- To provide staff with information on State of Ohio Licensing Guidelines and Step Up to Quality Requirements to see that those guidelines are met
- To work to ensure the safety and well being of the staff and children
- To keep appropriate and mandated information on staff, children, Step Up to Quality and State Licensing requirements
- To provide annual and long range plans for school calendar, classroom staffing, professional development of staff, staff evaluations, etc.
- To meet monthly with the staff and with Early Learning Center Board to provide pertinent information
- To prepare and discuss an annual evaluation for each teacher

### Secondary Goals of Administrator

- To schedule yearly field trips for all age groups
- To provide parents and staff with information about upcoming events and activities
- To provide the treasurer with the information needed to properly allocate and pay school expenses
- To provide sufficient orientation for new staff and to inform current staff of any changes affecting them
- Order/purchase supplies for office or classroom use
- Prepare class lists and assign teachers

### Personality Trait Advantages

- Genuine love and concern for children
- Embodies Christian values and applies them in making decisions
- Diplomatic, tactful and a good mediator
- Good people skills, relates well to co-worker and parents
- Good organizational skills, and good communication skills, both verbal and written

### Education and Experience Preferences

- Education degree in early childhood/elementary education
- Experience in an early childhood setting
- Previous administrative experience

### Time Requirements

- Willingness to work with present administrator for a period of time to be sufficiently trained in all areas of the job
- Ability to be present for a minimum of 22-24 hours per week during the school's hours of operation (9:00 am –3:00 pm, Mon-Fri)
- Ability to work approximately 6 weeks (108 hours) during the summer
- Willing to take additional time to attend periodic workshops and conferences