

## First Baptist Church Lewisburg – PDO Director

**Job Summary** The PDO (Parents' Day Out) Director provides vision, leadership, and administrative oversight for the weekday preschool ministry of First Baptist Church Lewisburg. This role is responsible for ensuring a safe, Christ-centered, and operationally sound environment for students, families, and staff. The Director serves as the primary bridge between the PDO program, the church leadership, and the community.

### Reporting Relationship

- **Reports to:** FBC PDO Board
  - **Supervises:** All PDO Teachers and Support Staff
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## Primary Responsibilities

### Program Administration & Operations

- **Registration & Planning:** Lead the annual enrollment process, manage classroom assignments, and develop the yearly academic and ministry calendar.
- **Financial Oversight:** Manage the collection of all tuition and fees; ensure all funds are reconciled and delivered to the Church Office in a timely and secure manner.
- **Purchasing:** Oversee the purchasing of classroom supplies and curriculum materials while staying within the approved annual budget.
- **Human Resources:** Collect and verify staff timesheets for delivery to the Church Office. Assist the PDO Board with identifying staffing needs or concerns and interviewing candidates.

### Classroom Support & Substitution

- **Operational Coverage:** Serve as a "floating" substitute. This includes stepping into classrooms to cover for staff illnesses, emergencies, or planned absences to ensure ratios are maintained.
- **Instructional Familiarity:** Maintain a working knowledge of all classroom routines and curriculum to ensure a seamless transition when subbing.

### Leadership & Student Support

- **Teacher Supervision:** Provide daily guidance and support to the teaching staff. Oversee classroom observations to ensure high standards of care and instruction.

- **Behavioral Advocacy:** Serve as the primary point of contact for student discipline issues that exceed a teacher's classroom management. Meet with parents to develop behavioral plans as necessary.
- **Professional Development:** Organize staff orientations, safety trainings (CPR/First Aid), and ongoing teacher enrichment sessions.

### **Communication & Community Relations**

- **Parent Liaison:** Act as the face of the program, ensuring thorough and professional communication regarding upcoming events, tuition updates, and church-wide functions.
- **Family Engagement:** Organize and execute special family events (e.g., Open Houses, Christmas Programs, End-of-Year Celebrations) to build community and connect families to FBC Lewisburg.
- **Church Integration:** Maintain regular communication with church staff and leadership to ensure the PDO program remains aligned with the overall mission and vision of the church as an extension of FBC Lewisburg.

### **Safety & Emergency Management**

- **Emergency Response:** Serve as the lead coordinator for all on-site emergencies, including medical issues, fire drills, or weather-related closures.
- **Health Oversight:** Manage the intake of sick-child reports and ensure all health and safety policies are strictly enforced according to the Staff/Parent Handbooks.

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## **Qualifications & Requirements**

### **Spiritual & Personal Profile**

- A committed follower of Jesus Christ with a heart for family ministry.
- Must exhibit high levels of integrity, confidentiality, and professional loyalty to FBC Lewisburg.
- Must be willing to generally affirm and respect the FBC Lewisburg Statement of Faith.
- Excellent organizational skills and the ability to multitask in a high-energy environment.

### **Professional Experience**

- **Education:** A Bachelor's degree in Early Childhood Education, Business Administration, or a related field is preferred.
- **Experience:** Minimum of 3–5 years of experience in a preschool or childcare setting, with demonstrated leadership or administrative experience.
- **Communication:** Strong written and verbal communication skills; proficiency in classroom management software (e.g., Brightwheel) and basic office software.

### **Physical & Operational Requirements**

- Ability to remain on-site during all hours of program operation.
- Must be able to navigate the facility quickly and assist in physical classroom tasks (lifting, floor play) when subbing.
- Completion of a comprehensive background check and all required safety certifications.