



## **Position Description**

**Title:** Preschool Operations Manager

**Reports to:** Program Director/Bethel Highlands Preschool Board of Directors

**Position Summary:** The Operations Manager (OM) will work cooperatively with the Program Director and Preschool Board to successfully deliver a quality preschool experience. The Operations Manager will be responsible for the day-to-day administration, under the leadership of the Program Director.

### **Principle Accountabilities:**

#### **Records Management:**

- Maintain and ensure compliance of student, teacher, and staff files/required paperwork.
- Submission and tracking of attendance records.
- Acquire and submit required documentation for state immunization reports, water test results, insurance liability coverage, etc.
- Create and distribute family directory.

#### **Financial Management:**

- Set the program budget annually in cooperation with the Program Director and with approval and review from the Board. Determine projected expenses and salaries, along with foresight of likely tuition income and fundraising dollars.
- Collect and record tuition income, and bill for hourly care. Uphold a working understanding of the Brightwheel App, and technology utilized for family billing.
- Record and request subsidies from Wisconsin Shares for approved tuition co-pays and monitor financial assistance disbursement.
- Maintain financial records, and present monthly actuals vs budget/committed funds reports to the Board.
- Communicate regularly with the Bethel Business Administrator regarding payroll and other financial interests and submit bi-weekly timesheets for hourly staff.

#### **Office Management:**

- Plan and distribute USDA-compliant menu, prepare snack, storage/inventory, and order food.
- Ensure office equipment, computers, technology, phones, and supplies are in good working order.
- Be familiar with basic technology and computer programs (Word, Publisher, Excel) and serve as a resource for staff as needed.

- Regularly maintain and update the preschool website, ensure that all current events and information are accessible to the public.

**Health and Safety Management:**

- Obtain certification as a Red Cross instructor for CPR and First Aid, or schedule and hire a trainer from the Red Cross, to maintain compliance with DCF 251 (all teachers and subs must hold current certification).
- Deliver or schedule training on Abusive Head Trauma Prevention prior to start dates of new staff.
- Conduct and record effective monthly/annual practice of required drills.
- Provide care and supervision of ill children while awaiting parent pickup.
- Accurately maintain records, evaluation, care, and management of student health conditions and medication administration. Meet with parents to review emergency care plans.

**Classroom and Office Coverage:**

- Provide quality classroom supervision, as needed to remain within the legal ratios. Provide coverage of lunch breaks or other shifts.
- Deliver exceptional customer service with a warm and welcoming presence in the office, on the phone, and in the facility.

As with any leadership role, the job description can only capture the large portions of work that the incumbent will experience on a day-to-day basis. That said, it is understood that the expectations of this role will change and evolve over time just as BHP will and this leadership role will need to adapt accordingly to meet those expectations.

**The Program Director and Operations Manager will work collaboratively on the following:**

Each of these leaders are expected to have an awareness of one another's responsibilities in the event one is unable to perform those duties.

**Strategic Planning and Visioning:**

- Pursue knowledge of changes within the field of early childhood education, within the community of Hudson, and the congregation of Bethel.
- Determine short-term and long-term goals for the program, with a focus on BHP's Mission and Philosophy.

**Staff and Board Meetings:**

- Schedule and prepare for 9 monthly staff meetings and 11 monthly Board meetings.
- Program Director will primarily facilitate the staff meetings. The Board President will facilitate the Board meetings with the Operations Manager providing the financial summary. Board communication will include DCF reports, incidents, recommendations, calendar, updates etc.

**Facilities:**

- Ensure that the facilities are in compliance with quality standards, communicating regularly with the Bethel Facilities Manager, and reporting to appropriate channels as needed.
- Continuously evaluate the classroom requirements for materials, space, safety protocols, and supplies. Outdoor spaces must be checked regularly for safety and quality.

**Grants and Fundraising:**

- Secure funding for desired projects and operations, with the primary responsibility on the Operations Manager.
- Operations Manager and Program Director will meet regularly to determine financial goals.
- Events with a fundraising goal will be communicated in advance, and financial projections of annual fundraising included in budget. Marketing of events is the responsibility of the Program Director.

**Marketing, Tours, and Registration:**

- Be aware of and prepared to notify the public of openings in preschool classes and upcoming registration dates and times; including the organization of registration day procedures and will provide presence throughout the process.
- Connect with families through tours conducted prior to registration to accurately represent the program content and physical amenities. Tours may be scheduled at any time throughout the year, including summer.

**Communications, Website and Social Media:**

- Ensure that all communication and the public reputation of BHP is of the highest quality. Each position will hold the other accountable for proper content. Social media posts will be primarily the responsibility of the Program Director to inform and engage public.

### **Qualifications of the Operations Manager**

- A commitment to early childhood education in a Christian environment.
- Exceptional communication skills, with the ability to relate positively and effectively with preschool children, parents, staff, board members, and congregation.
- Bachelor's degree in Business/Human Resources/Management or related field, with sufficient credits to meet the qualifications of "Administrator" in accordance with DCF 251.
- At least two years of experience working with budgets and computer software in an office or education setting.
- Ability to multi-task and prioritize.
- Current certification in CPR/First Aid and Abusive Head Trauma Prevention.
- WI Dept of Public Instruction substitute teacher license, within 30 days of hire.
- Any requirements upon hire as outlined in DCF 251, WI YoungStar, and NAEYC.

### **Schedule**

- Full time, 40 hours per week, 10.5 months per year
- On site during scheduled school days
- Flexible work schedule on non-school days (such as summer break)
- Required attendance at all board and staff meetings, and alternating attendance with the Program Director at church staff meetings.