

Job Description for Directors

- Familiarize yourself with the revised certification procedure.
- Utilize your mentor to help you with this process. It can be overwhelming at first, but your mentor can help you through the steps.
- Review the self-study packet and the certification guidelines.
- Prioritize sections to complete in the self-study. Establish a plan to cover several sections each month.
- Utilize your staff, treasurer, and school board members to help with the different areas in this process.
- Make copies of bills, letters, meetings, photographs, etc. as proof of documentation. It's a good idea to have pictures developed early.
- Utilize your staff to help with curriculum goals at each age level and assist in copies of lesson plans.
- Monitor your progress. Remember the deadline is March 1.
- Consult with your mentor frequently—she's there to help you!
- Directors of any certified school are available as resources...don't reinvent the wheel! There are no "perfect" answers...it is what works best for your school within your church setting.
- Remember, certification is good for three years! When it's done, your job will be much easier (promise!) and you will have a wonderful feeling that your school is a better place to serve God's children.