

Job Title:	Status: Exempt ___ Non-exempt ___ Salaried ___ Hourly ___
Reports To:	Date Prepared:
Agreed Hours: ___ hours per week 12 months	Approved By:

POSITION SUMMARY: The Director's role is a team member of the Church and Preschool staff. The Director is accountable for ensuring the Preschool, an extension of St. Andrew's UMC, provides a warm, nurturing, safe, and loving environment for each child; where age-appropriate milestones are enhanced, independence is encouraged, and individuality respected. This person is responsible for maintaining program operations and meeting fiscal, legal, and practical standards and objectives. The Preschool is an integral part of St. Andrew's UMC ministry to children and families.

MAJOR ACTIVITIES / ESSENTIAL FUNCTIONS shall include, but are not limited to the following:

Program operation:

- Administer day-to-day operations of the Weekday Preschool in compliance with its policies and procedures, including Safe Sanctuary.
- Delegate responsibilities to the office assistant or a senior staff member when away from the Weekday Preschool during school hours.
- Prepare and distribute the yearly calendar as approved by Board.
- All fund raisers must have prior approval from the Finance Committee of St. Andrew's UMC.
- Select one teacher rep and 3 parent reps and 2 church reps for the Weekday Preschool Board.

Board and Committee Responsibilities:

- Attend weekly church staff meetings and other staff functions.
- Attend monthly Weekday Preschool Board meetings led by Board Chair.
- Attend Teacher Appreciation Committee meetings as needed.
- Participate in related professional and community organizations.
- Coordinate with Director of Christian Education (DCE) for representative to Children's Council.

Recordkeeping:

- Using QuickBooks, prepare monthly financial reports for Weekday Preschool Board meeting. Board chair will forward copies along with meeting minutes sent to Pastor, Financial Secretary, Trustees, Lay Leader, Children's Ministries Advocate and Administration Council Chair.
- Prepare the annual budget for approval by Board; operate within budget.
- All salaries, bonuses, tuition and fee increases must be approved by the Board.
- Submit financial records for annual audit.
- Maintain individual folders for all staff members containing health records, in-service and Safe Sanctuary training, annual evaluations, applications for employments, contracts, and other personnel data. Make information available to the individual employee upon request.
- Review annually all policies, procedures, handbooks and present changes for next school year to Weekday Board for approval by May meeting.
- Participate in grant writing.

Equipment and Shared Space:

- Coordinate the use of shared space and equipment with other church programs.
- Plan and equip indoor and outdoor space; oversee maintenance, repair and replacement as appropriate. Permanent structures require approval of the Trustees.
- Purchase, inventory, and manage supplies.
- See that the facility is always neat and clean, organized and maintained so it projects a positive image to the public.

Staff and Curriculum:

- Keep abreast of new research and developments in education and child development.
- Recruit, interview, hire, supervise, train, evaluate and terminate personnel in the best interests of the ministry.
- Arrange for substitutes as necessary.
- Plan and conduct Weekday Preschool staff meetings.
- Review handbook annually with staff and update when policy changes are made.
- Assist teachers as needed with classroom management, parent involvement, curriculum and areas of concern.
- Assist teachers in evaluation of student progress and in preparation for parent conferences.
- Make use of community resources that will enrich the program.
- Provide opportunities for Christian art, music, stories, Scripture, in the classroom; assisting teachers as needed to incorporate God in the monthly units.
- Coordinate monthly Chapel Chats with DCE and provide opportunities for faith developing events.

Children and Families:

- Interview prospective families, arrange tours, enroll children, including those with special needs.
- Plan for orientations of both children and parents.
- Communicate with parents of program activities, new policies, and upcoming events thorough a monthly newsletter and parent handbook.
- Be available to counsel parents.
- Oversee morning drop-off and pick-up.
- Coordinate with a MOM's group for opportunities for parent education.

Atmosphere:

- Provide an atmosphere of confidentiality with staff, parents, children, church members, members of the community and special needs providers, so that in the best interest of the Weekday Preschool, concerns can be brought freely to the Director.
- Interact with others in a loving, nurturing, Christian way, representing St. Andrew's UMC at all times
- Refer those interested in furthering spiritual growth to church staff

WORK SCHEDULE: The Director is expected to work a 12-month schedule, Monday through Friday, 30 hours per week. During the summer months, the Director will use discretion for where Preschool work may be completed.

EDUCATION, CERTIFICATIONS, SKILLS and/or EXPERIENCE

- Degree in child development or early childhood education or equivalent.
- Minimum 3-5 years of experience working in a Preschool setting.
- Finance and human resource experience in order to manage both people and resources efficiently and graciously.
- Proficient with QuickBooks, Microsoft Word, Publisher, Excel
- Ability to work with others and within a team environment.
- Ability to set priorities and manage multiple tasks.
- Ability to maintain high level of confidentiality.
- Personal relationship with Jesus.
- Submit to background check and complete church Safe Sanctuary training.

OTHER QUALIFICATIONS

- Effective communications skills, both verbal and written
- Ability to effectively present information and respond to questions

ACCESSIBILITY

- This position requires access to confidential information and use of computer passwords, keys, etc.

ACCOUNTABILITY:

- The Director reports directly to the Weekday Preschool Board, which reports to the Administrative Council for day-to-day operations and compliance with policies and procedures.
- The Director is subject to an annual review conducted by the Weekday Board Chair. This review will include reviewing the goals of the Preschool.
- The Director is also a member of the church staff, subject to the terms of the staff covenant, and reporting to the senior pastor.
- The DCE is the staff liaison on the Weekday Board.

KEY RELATIONSHIPS: Senior Pastor, Weekday Board, Director of Christian Education, Trustees, Custodial Service, Administrative Assistant, Finance Chair, Financial Secretary, Administrative Council Chair.

Prepared By

Date

Reviewed By

Date