



## Harmony United Methodist Church

### Job Description: Preschool Director

Full-Time Position (10 hours/week 3 months; 40 hours/week 9 months)

**POSITION DESCRIPTION:** Provide transformational leadership for a church preschool ensuring a Christ-centered environment, Christian and academic emphasis for students, and sound financial and administrative practices. The Director of Harmony Preschool (Director) is directly responsible to the Harmony United Methodist Church (HUMC) Preschool Board and to the Pastor.

#### **QUALIFICATIONS:**

- Minimum Bachelor's degree in early childhood education, child development, special education or related field. Virginia state licensure or willingness to obtain licensure.
- Previous experience directing a preschool or similar environment.
- Advancing the preschool program as a church outreach ministry.
- Competency in Christian education.
- Strong organizational skills.
- Ability to understand and manage the complexities of a church-based preschool program.
- Ability to establish and maintain good interpersonal relationships with parents, children, and staff.
- Excellent communication skills.
- Computer literacy required with a high level of ability using MS Office suite of programs.
- CPR and standard first aid certified; lay responder minimum.

#### **JOB RESPONSIBILITIES**

##### **Program Administration:**

1. The Director will assume responsibility for the daily operation of the preschool program.
2. The Director will be the liaison between the preschool committee, preschool staff, and preschool families.
3. The Director will act as the liaison between the preschool and the church, attending weekly church staff meetings.

##### **Program Operation:**

1. The Director will develop and maintain an annual budget. The budget will be presented to the Preschool Board and approved by the board each summer.
2. The Director will prepare financial statements on a monthly basis, collect tuition and monitor expenses and present results to the Preschool Board each month.
3. The Director will manage the program including safety, supervision, enrollment, class lists and preschool staff.
4. The Director will complete timely and accurate documentation as well as run the program according to licensing and regulation requirements.
5. The Director will plan the school year calendar each summer and maintain a working calendar of program activities throughout the school year.
6. The Director will be responsible for working with preschool committees, staff, and other church committees on the assessment of operational needs and physical building issues.

### Program Development:

1. The Director will develop a one-year and three-year enrollment and admissions plan to be reviewed and approved by the Preschool Board each summer.
2. The Director will remain current on issues and trends in early childhood education.
3. The Director will encourage and provide opportunities for team building and staff collaboration.
4. The Director will provide a vision for program development and change.
5. The Director will implement strategies to recruit and maintain enrollment, and execute outreach initiatives to potential new enrollee families.

### Board Development:

1. The Director will develop Preschool Board meeting agendas in collaboration with the Board Chair and regularly provide information to the Board on preschool activities.
2. The Director will work with the Preschool Board to identify, recruit, orient, and retain a diverse board of directors made up of outstanding leaders who are committed to, and enthusiastic about, the organization's mission and values.
3. The Director will serve as the liaison between the preschool staff and the board.

### PHYSICAL REQUIREMENTS:

- The preschool is a dynamic environment with a high level of activity. Work involves physical tasks, including an average amount of walking, standing, bending, lifting, kneeling, and pushing.

### HAZARDS:

- Work involves the use of office equipment.

### EVALUATIONS:

- Performance will be evaluated at least semiannually by the Preschool Board and Pastor.

### SALARY AND ADDITIONAL PAY:

- The HUMC Preschool Director's salary shall be established by the Preschool Board and Pastor.

### SICK LEAVE:

- The HUMC Preschool Director shall be granted one work week of non-cumulative sick leave each year.

### VACATION:

- The HUMC Preschool Director shall be granted one work week of non-cumulative vacation leave each year.

### TERMINATION:

- The HUMC Preschool Director shall provide at least 30 days notice to the Preschool Board and Pastor before terminating employment with the church.

### HOURS:

- The Preschool Director will work a 40 hour work week during the school year and a 10 hour work week during the summer.

### ADDENDUM:

- None.