



# HUNTERSVILLE

## UNITED METHODIST CHURCH

### **Director of Preschool**

**Position Purpose:** Oversee all aspects of the operation of our church's preschool to ensure a quality Christian preschool education experience. Lead all efforts to develop and nurture our children in Christ by providing opportunities for their spiritual growth. Foster collaboration between the preschool and the church's other varied ministries.

#### **Primary Duties and Responsibilities:**

- Manage marketing of our preschool to the community. Manage student registration for each school year. Oversee preparation of materials for registration, including the parent handbook. Maintain enrollment and ensure parental compliance with registration requirements.
- Works closely with office assistant and will delegate duties as needed.
- Develop and maintain job descriptions for preschool positions and effectively recruit, hire, train, and equip staff necessary to properly operate the preschool ministry. Ensure staff observations and evaluations are performed. Ensure appropriate professional staff development. Ensure staff performance issues are adequately and promptly addressed and resolved. Performs annual preschool staff evaluations and discusses with staff in the presence of the Preschool Board Director and Senior Pastor. Creates annual contracts for each preschool staff member that includes pay rates and important calendar dates.
- Ensure that preschool curriculum represents the church's mission and is age / developmentally appropriate using NAEYC guidelines, WNCC, UMC, W.I.S.E., etc. Ensure that programming facilitates opportunities for arts, field trips, and special programs. Ensure that curriculum will offer kindergarten readiness experience and practice. Ensure that programming includes Chapel Time with assistance of other church staff.
- Prepare an annual preschool operating budget in collaboration with Business Manager. Operate the preschool ministry within the approved budget. Ensure all preschool related financial matters are handled properly, promptly, and openly.
- Plan and prepare yearly staff calendar to include weekly themes, Bible curriculum integration, special events, etc.
- Leads 5-minute prayer and staff update each morning before the start of school.
- Responsible for maintaining a substitute teacher list and assisting teachers in finding a substitute when needed.
- Ensure that preschool operations meet all state and local guidelines for health and safety. Ensure our school is well equipped for each age group and that equipment is properly maintained. Facilitate vision screening, speech therapy, etc. as needed. Oversee safety drills for fire and weather as required.

- Oversee the incorporation of church members onto our Preschool Board to ensure integration of our preschool ministry with other ministries of the church. Ensure adequate preschool representation at church staff meetings. Ensure that the preschool is adequately represented in HUMC communications. Communicate with Business Manager regarding preschool facilities concerns.
- Ensure successful efforts to recruit, train, equip, and celebrate the successes of HUMC preschool staff. Ensure that all programs are adequately staffed, planned, equipped, and organized and are of high quality.
- Ensure compliance with all Safe Sanctuary requirements.
- Ensure that all children's programs and events are broadly communicated and promoted. Help the Technology Team update and maintain the website of activities and any changes pertaining to the HUMC Preschool. Maintains Preschool social media sites and distributes information to parents via Constant Contact.
- Collaborate with other staff and lay leadership to ensure adequate coordination and integration of programs and ministries to maximize evangelism and outreach.

**Work Schedule:** This is a 30-hour a week, salaried position. 8:00am to 3:30pm Monday through Thursday. 90 hours of PTO and will be able to work from home on most days when school is closed unless otherwise required by the Pastor. HUMCPS follows the Holiday schedule for Mecklenburg County Schools. There is a 90-day evaluation/review period.

**Minimum Qualifications:**

- Bachelor's and/or advanced degree in Early Childhood Education or related field.
- Prior work experience in early childhood education or related field.
- Genuine love for children and a passion to strengthen faith development in children.
- Enthusiastic, energetic, and professional work ethic. Team player. Warm-hearted. Treat co-workers, congregation, visitors, and children with respect and dignity.
- Self-starter; able to see what needs to be done and do it with minimal supervision.
- Commitment to the mission and vision of Huntersville United Methodist Church.

**Desired Qualifications:**

- Prior experience as a school or preschool director a plus
- Supervisory experience.

**Accountable to:** Senior Pastor, Business Manager, Preschool Board