

## Spanish Fort United Methodist Church

### **Preschool Director**

**Reports to:** Associate Pastor

**Office Hours:** 8:30 a.m. to 1:30 p.m. Monday through Friday (25+ Hours weekly)

**General Duties:** To oversee and supervise the staff and daily operations of Spanish Fort United Methodist Preschool. The Preschool is a half-day program running from 9:00 a.m. - 12:00 p.m. with Lunch Bunch following from 12:00 - 1:00 p.m.

### **Primary Responsibilities:**

Attend church staff meeting and assist in leading preschool board meetings with Board President.

Be present from 8:30 a.m. until 1:30 p.m., Monday through Friday, through the regular school year and summer program. (During Director's absence a Board approved interim director will perform this duty)

Supervise school staff and assist teachers when aides cannot.

Direct and provide teachers a weekly planning session while aides supervise the classes.

Responsible for registration and enrollment of children.

Communicate with cleaning company and Church Administrator regarding housekeeping. Periodically check playground for signs of wear and tear. Make plans for repairs/replacement as needed. Report building and ground needs to Church Trustees.

Purchase needed/requested supplies and equipment. Expenditures (excluding daily operating expenses) are to be approved by the Preschool Board.

Create and maintain a balanced budget for Preschool expenditures.

Recommend amount of fees/tuition and any policy changes to the Preschool Board.

Correspond with Financial Secretary who maintains enrollment, financial records of school and budget. Provide school financial statements to Preschool Board and personal statements as requested.

Secure and approve needed substitutes. Schedule additional help as needed for special events.

Hold monthly Preschool staff meetings.

Communicate with parents by sending monthly newsletters and calendars as well as emails.

Keep updated information on the Preschool website and social media account(s).

Direct publicity efforts for preschool ministry and support publicity for other church ministries.

Responsible for planning and coordinating all special events such as Orientation Day, and participating with the SFUMC Vacation Bible School week.

Check references (including background checks) and hold interviews with Board Representative.

Prepare directory and handbook. Update forms and job descriptions as needed (with Board approval).

Endeavor to adhere to the Alabama State Licensing Guidelines and UMC Safe Sanctuary Policy.

Provide teacher job evaluations once a year. Keep updated files on all Preschool employees.

**Qualifications and Skills**

- Preferably a member of Spanish Fort United Methodist Church, if not, must be attending a Christian Church
- Preferably have a four-year college degree
- Must have three to four years of experience in Education, preferably Early Childhood
- Experience in management of employees and budgets is desired