



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Director of Preschool

Classification: Exempt

Report to: Associate Pastor

Date Revised: 4-19-2023

Summary

The person in this position should be a committed Christian Disciple. The Director will provide students with a high-quality, preschool experience at Collierville United Methodist Church; create an environment that recognizes and communicates an understanding of Christian faith and values; oversee the operations and administration of the school to include hiring and dismissal of staff members; and management of the preschool use of church facilities such as classrooms, storerooms, courtyard, and playground.

Essential Functions:

1. Licensing requirements
 - a. Ensure the school follows, meets and exceeds state licensing requirements
 - b. Prepare appropriate reports and information needed for each licensing organization and the church office
 - c. Meet the requirements set by the Tennessee state licensing Department of Human Services for hiring
 2. Policies & Procedures
 - a. Monitor the safety of the children, staff and facilities
 - b. Design, maintain and ensure implementation of policies and procedures for admission, attendance, tuition, salaries, safety and educational goals for approval by the Preschool Committee
 - c. Follow all personnel guidelines set for in the Staff Employee Handbook
 - d. Maintain a variety of records, including registration paperwork, permission slips, accident reports, etc.
 - e. Prepare, maintain, and distribute the Parent Handbook containing policies and procedures
 - f. Make sure all staff follow the Safe Sanctuary policies and are up to date on training
 3. Budget & Finances
 - a. Develop the annual budget in conjunction with Business Administrator for approval by the Preschool Committee, Finance Committee, and Administrative Board
 - b. Operate the preschool within the budget and review budget with Preschool Committee regularly
 - c. Prepare monthly payroll and approve staff expenditures for submission to the Business Administrator
 4. Parental Relationships
 - a. Serve as a primary point of contact for parents to answer inquiries, provide information regarding the program, process prospective students, receive grievances, address health issues and safety information, and as well as other matters.
 - b. Communicate with parents regularly by phone, email, meetings, newsletters and social media
 - c. Survey families periodically for information to determine satisfaction and improve the program
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5. Staff
 - a. Provide ongoing supervision and evaluation of staff
 - b. Oversee the staffing of the program including the hiring and dismissal with approval from the Staff Parish Relations Committee
 - c. Conduct regular teacher staff meetings
 - d. Schedule staff to maintain state ratios and adjust as enrollment demands
6. Continuing Education
 - a. Develop professional growth and development plans for each lead teacher and assistant teacher with appropriate follow-up
 - b. Attend conferences and meetings on child care needs and education
 - c. Remain current on issues and trends in Early Childhood Education
7. Church Connections
 - a. Act as liaison between the Preschool Committee, the staff and families
 - b. Work with the Director of Children's Ministries, Chair of Education Committee and others, as needed, to coordinate on such issues as shared space and/or dedicated space as required
8. Curriculum
 - a. Supervise and evaluate curriculum that promotes creative, physical, emotional, social, spiritual, and cognitive development
 - b. Assure that faith development, Christian values, and Bible stories are a regular part of the curriculum
 - c. Maintain contact with local schools to assess the appropriateness of the curriculum
 - d. Procure and organize instructional equipment and supplies
9. Programming
 - a. Institute a before and after care program
 - b. Institute a summer camp program
10. Facilities
 - a. Work with teachers to assure that all classrooms are safe, attractive, and developmentally appropriate
 - b. Regularly inspect equipment and play areas to ensure safety and cleanliness
11. Publicity
 - a. Maintain an advertising program to promote enrollment, utilizing media, website, etc. to attract prospective families
12. Attend church staff meetings
13. Other duties as assigned by the immediate supervisor or the Senior Pastor

Competencies

1. Possess good interpersonal and managerial skills
2. Strong interest in children and their spiritual and educational growth
3. Ability to establish and maintain interpersonal relationships with parents, children and staff
4. Maintain confidentiality regarding children, families and staff
5. Knowledge of young children and their developmental stages
6. Technical/Financial
7. Personal Effectiveness/Credibility

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- 8. Attention to detail
- 9. Collaboration Skills
- 10. Communication Proficiency
- 11. Flexibility
- 12. Confidentiality

Supervisory Responsibility

This position supervises the Assistant Director, Lead and Assistant Teachers

Work Environment

This position operates in the midst of a Preschool with all the interruptions, noise and joy that very young children bring. This role routinely involves assisting with classrooms, helping with crying babies and communicating with parents. It also operates in a professional church office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. It also contains special production equipment folding and cutting machines.

Position Type and Expected Hours of Work

This is a full-time position.

Required Education and Experience

- 1. Bachelor’s Degree required
- 2. Five years’ experience in Preschool Education or similar experience
- 3. Experience in Preschool operations and administration preferred

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date _____

Staff Parish Relations _____ Date _____

Employee Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____