



## **Grace Fellowship United Methodist Church Preschool ADMINISTRATIVE DIRECTOR**

### **Mission**

The purpose of Grace Fellowship United Methodist Church Preschool Ministry is to teach young children to know and to love God and His Son, Jesus Christ. In doing so, the ministry will be an extension of Grace Fellowship United Methodist Church's vision ("to be a house of prayer for all nations").

### **Position Type/Expected Hours of Work**

The Preschool Director is a part-time, salary position requiring up to 29 hours per week, depending on Ministry and Church events. Work week is from Monday through Friday.

### **Qualifications**

- Must have prior teaching experience and have an obvious love for children.
- Must have a degree in Early Childhood Education, Child Development, Elementary Education, or a related field.
- Must have a Child Development Associate credential and/or a Child-Care Director's credential.
- Must have a love for Jesus Christ and be a member of a Christian Church, active in attendance and stewardship.
- Will need to participate in at least 30 hours of documented training in early childhood education, child development, or program administration.
- Must be certified in CPR and First Aid.

### **Responsibilities**

#### **General**

- Oversee the total school program under the guidelines set forth by the Preschool Board of Directors ("The Board") and comply with standards as defined by Grace Preschool Personnel Policy Handbook.
- Meet monthly with the GFUMC Children's Pastor, keeping the pastor informed of all facets of school operations and coordinating use of facilities and various activities.
- Attend Preschool Board meetings, keep the Board informed of all facets of school operations, and represent the preschool to GFUMC.
- Prepare an annual budget with the advice and consent from the Preschool Board of Directors.
- Coordinate with the church for use and maintenance of shared facilities, entering Preschool calendar in CCB calendar, and requesting room reservations.
- Conduct annual registration of students and maintain accurate student/personnel records, including maintenance of student waiting list.
- Support the Education Director in fulfilling the responsibilities of preschool leadership.

## **School Operations**

- Answer the preschool phones and respond as needed.
- Secure substitute teachers as necessary.
- Receive and deposit all preschool related monies, maintain staff payroll and accounts payable.
- Maintain accurate financial records and prepare a monthly report for the preschool board.
- Produce a yearly school directory.
- Present a Party Planner Orientation at the beginning of the school year and assist staff with schedules and room reservations.
- Assist a board member in obtaining Classroom Fellowship Coordinators and providing orientation and communicating with the coordinators.
- Provide a chapel rotation schedule and topic ideas to the Chapel teacher.
- Schedule and conduct required Child Care Licensing drills (fire, shelter in place/weather, lockdown/intruder).
- Schedule and coordinate with the Facilities Director the required annual inspections (fire and sanitation).
- Inspect the playground daily and complete the required inspection checklist monthly.
- Maintain the Library (both onsite and online).

## **Staff and Teacher Relations**

- Provide professional and spiritual support to all preschool staff.
- Contribute to the development of all aspects of the curriculum.
- Conduct staff meetings as needed, which will include prayer and spiritual growth activities.
- Interview for prospective preschool staff, lead in the hiring, reviews, and dismissal process of preschool staff.
- Ensure that all staff obtain a minimum of 24 hours of state required training, CPR and First Aid.
- Available for conferences with staff when necessary.
- Lead the Fall Staff Training meetings.
- Provide Staff Training and Orientation as required by Child Care Licensing for all new staff hired.

## **Public Relations**

- Coordinate parent communication, including spiritual and prayer support.
- Represent the preschool at area and regional meetings.
- Conduct conferences with parents.
- Provide preschool tours to prospective parents.
- Annually review and publish the Parent Handbook, making any policy changes/additions as required by Child Care Licensing and/or internal purposes.
- Annually review and publish the Emergency Plan, making any changes/additions as required by Child Care Licensing and/or for internal purposes.
- Will be a member of the CCB Admin Team and the Communications Team, meeting monthly, updating the website, and submitting newsletter articles.

**Regulatory**

- Become familiar with Texas Minimum Standards and ensure that the program meets or exceeds such standards.
- Provide necessary training to staff as required by Child Care Licensing for pre-service, SIDS/SBS, and Child Abuse/Maltreatment.

**Benefits**

We value our staff members and care for their personal and professional wellbeing. We offer a competitive package including salary depending on experience and demonstrated ability. Specific information is outlined in the Employee Handbook.

**Supervisory Responsibility**

This position is responsible for supervising a staff 35+ preschool teachers and substitutes.

**Work Authorization**

Employees must be authorized to work in United States under Federal requirements.

**Other Duties**

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 job. Duties, responsibilities and activities may change at any time with or without notice.