

JOB DESCRIPTION

Part Time Director Wesleyan Preschool

First United Methodist Church
Salem, Virginia

The Director of the Wesleyan Preschool is expected to be a person of high moral character who has an appreciation and love for the task of the church as an extension of Christ's ministry in the world. The Director should understand the importance of the preschool as a vital part of the total church program.

The Director shall see his/her role as showing genuine care and concern for the spiritual and the educational/development needs of the preschoolers. The Director shall help the preschoolers and the staff develop an appreciation of how God works through education and the developmental learning programs, as well as, fostering Christian growth for daily living.

Organizational Relationship

The Director shall be hired by the Staff Parish Relations Committee and will be directly supervised by the Senior Minister. The Director will work in cooperation with The Preschool Board to direct and implement the Preschool educational programs and curriculum. The Director must seek the approval of The Preschool Board before implementing any changes in curriculum, educational programs, or staff personnel.

This part time position is an eleven month contract with twenty to twenty five working hours expected each week. The salary may be spread out over a twelve months pay period if desired.

The Director shall be paid for all holidays following the City of Salem school calendar.

The Director shall be granted three sick days and two personal days leave per 11 months contract.

Principal Functions and Responsibilities

The Director shall report to The Preschool Board at each of its meetings.

The Director shall provide spiritual ministry to the staff as well as provide direction, oversight, expertise, and assistance in the attainment of the annual goals set by the Preschool Board and those mutually established with the Director and the Preschool Staff.

The Director shall serve as a member of the Executive Committee composed of the Preschool Board Chairman and the FUMC Children's Ministry Director to recruit, interview, and to make a recommendation to the Preschool Board for hiring new staff members or to terminate personnel. The Preschool Board shall make the final approval of this appointment or termination.

The Director shall train, supervise, and evaluate annually each Preschool Staff member.

The Director shall provide and maintain resources and materials for any of the program implementations.

The Director shall plan and coordinate the Preschool calendar.

The Director shall plan and coordinate the preschool use of space and equipment in consultation with the FUMC Children's Ministry Director.

The Director shall plan and conduct staff meetings.

The Director shall prepare and manage an annual budget for the requirements of this position, and submit the budget yearly to the Preschool Board for approval. The Preschool Board shall approve the salaries of the Director and the Preschool Staff for the upcoming school year. The Director shall maintain all required records for the church, conference, and state licensure standards.

The Director shall attend monthly church staff meetings.

The Director shall maintain an awareness of children with special needs.

The Director shall prepare and provide a handbook for the Preschool Staff and Preschool parents.

The Director shall oversee the student progress reports, which are sent to the parents two times during the school year.

The Director shall provide for the Preschool Staff and participate in continuing education workshops, classes, and conferences to increase knowledge of the current educational methods, practices and health concerns. For State Licensing renewal the Director and staff are required yearly to have sixteen hours of educational renewal classes. First Aide and CPR training are required each year.

The Director shall perform other duties as directed by the Preschool Board.

Qualifications

The Director shall have a Bachelor's Degree in education and preferably an emphasis on early childhood education.

The Director shall have excellent organizational skills.

The Director shall have strong management and intrapersonal skills.

The Director shall have the knowledge of the organization and ministries of First United Methodist Church and work with the Preschool Board to ensure that the Preschool continue to be an integral part of the programs of the church and function as an outreach of ministry to the community.

To fulfill the requirements of the State License Board, the Director, without management experience, shall successfully complete a college course in a business related field, ten hours of management training, or one management course that covers the functions of planning, budgeting, staffing and monitoring.

