

SAINT LUKE UNITED METHODIST CHURCH Preschool Director

QUALIFICATIONS:

Minimal Requirements

- Bachelor's degree in early childhood, business, or other related disciplines
- 25 years of age
- Two years of program management experience

Preferred Requirements:

- Studies in early childhood, early elementary education, or child development with education coursework is preferred; however, consideration will be given to comparable experience in any of these areas.
- Requires an understanding of basic business and accounting practices and familiarity with an approved financial software.
- Requires an understanding and flexibility to conform to laws, rules, and regulations concerning non-profit organizations, specifically St. Luke United Methodist Church.
- Proficient computer skills
- Excellent communication skills

ACCOUNTABLE TO: Lead Pastor, Preschool Board Chair, Staff Parish Relations Committee

PURPOSE: The Preschool Director serves as the spiritual and instructional leader of the St. Luke Preschool Program. The Director organizes and administers all aspects of the Preschool Program within the policies adopted by the Preschool Board and St. Luke UMC. Responsibilities include leadership, personnel, administration, finance, and public relations activities. The Director will work to support the vision, mission, ministry, and core values of St. Luke UMC and demonstrate a strong Christian belief.

PRIMARY DUTIES AND RESPONSIBILITIES:

Leadership Functions:

- Introduce Christian truths appropriate to the understanding of the preschool-aged child through a living example.
- Ensure the connection of the mission statement of the Preschool with the mission statement of the Church.
- Maintain and ensure compliance with all policies, procedures, and plans related to the Preschool and St. Luke UMC.
- Motivate, support, and supervise an average of 12 permanent staff members and various substitute instructors in providing loving, educational, and enriching programs which meet student needs at each developmental level
- Provide guidance on curriculum selection to meet the needs of children enrolled in the Preschool and remain current with updated standards and developments in early childhood education.
- Attend and direct preschool activities outside of the regular preschool day such as staff meetings, board meetings, fundraising events, and Preschool Sunday.
- Serve as the liaison between the Preschool and the Preschool Board and coordinate all activities necessary for the effective and efficient function of the Preschool Board.

Personnel Functions:

- Manage the recruitment, interview, and recommendation-for-employment process for permanent and temporary employees.
- Train and assign staff to positions, including teachers and assistants, considering teacher abilities and students' needs.
- Observation and documented evaluation of all permanent staff.
- Maintain appropriate employee records, including the documented tracking of work hours and paid leave.

Administrative Functions:

- Maintain appropriate and confidential student records.
- Develop and maintain appropriate documented policies and operating procedures for the preschool, including updating the preschool brochures and handbooks annually.
- Respond to email and telephone inquiries and communications from community members or preschool families in a timely manner.
- Routinely evaluate the Preschool shared space building, grounds, cleaning procedures, and equipment to ensure all spaces are safe and healthy environments and make appropriate recommendations for action or improvements to the Church Administrator, Chair of Trustees, and Preschool Board Chair.
- Plan and schedule staff meetings, other routine educational programs, and special activities.
- Coordinate with the church calendar and adjust for scheduling matters that periodically occur.

Public Relations Functions:

- Develop and maintain relationships with all stakeholders within St. Luke UMC and the wider community.
- Prepare and distribute communications to school families and staff, including active updating of the preschool website and social media channel(s).
- Conduct outreach and recruitment for the preschool program in accordance with policy.
- Meet with families for conferences, special assistance, and tours.

Finance Functions:

- Prepare an annual budget, in partnership with the Preschool Board Chair.
- Receive and deposit tuition payments, fundraiser, grants, scholarship, donations, registration fees, etc.
- Create a monthly ACH draft for participating families.
- Pay Preschool obligations in a timely manner.
- Keep an accurate record of all Preschool receipts and expenditures.
- Balance all accounts and prepare monthly statements using generally accepted accounting principles for submission to the Preschool Board Treasurer.
- Communicate all financial obligations clearly to preschool families and facilitate the collection of delinquent tuition.
- Maintain accurate records of employee work hours and PTO.
- Submit payroll information to the Church Financial Officer by the first of each month.

February 2023

Hours: 5 days per week - 5 hours per day (8:00 a.m. to 1:00 p.m)
10.5 months per year (August 1 to June 15)

Salary Range: \$18,900-\$21,500 (dependent upon experience)

Duration of Contract: Yearly Contract beginning on August 1

Other responsibilities as the Lead Pastor may deem necessary.

Application Deadline: April 17, 2023

A resume, cover letter, and requests for additional information may be sent to Laura Alverson, Office Manager, St. Luke Church, 2916 Wicker Street, Sanford, NC, 27330 (laura@saintlukeumc.org)

EVALUATION, BENEFITS, ETC.

Evaluation shall be performed annually by the Lead Pastor, in consultation with the Staff-Parish Relations Committee and the Board of Directors. Conditions of employment, compensation, benefits, and other related matters are to be considered on an annual basis and at other times as necessary by the Staff-Parish Relations Committee. All other matters are covered by the *Staff Policy Manual of Saint Luke Church*. The position is “Part-Time Exempt” and may be changed at any time.