

Job Title: Preschool Director**Mt. Zion Christian Preschool | 12430 Scaggsville Rd, Highland, MD 20777 |****Status:** Full-time**Schedule:** School Year**Pay:** Offers start in the low \$60,000s, with final offers based on the qualifications and experience of the candidate**Benefits:** Pension contributions after 1 year of employment
Medical Insurance available through Baltimore-Washington United Methodist Conference**To apply, submit a cover letter and resume to: preschool@mtzionhighland..com****Position Summary**

As Preschool Director you'll lead and oversee the church's preschool and before/aftercare programs for 2 – 4 year olds, ensuring a safe, nurturing, and developmentally appropriate learning environment grounded in Christian values. Your responsibilities will include program administration, new curriculum development, staff recruitment, supervision, and development, family engagement, and alignment of the preschool's mission with the ministry of the church. Each day you'll work closely with your teaching staff to implement play-based curricula, incorporating Christian values, Bible stories, and faith formation in an environment of respect, kindness, patience, and inclusion. You'll report to and collaborate with the Preschool Board of Directors to align the preschool ministry with the church's mission and promote it within the community.

Professional Qualifications

- Bachelor's degree in Early Childhood Education, Child Development, Education, or a related field (preferred).
- Minimum of 5 years of experience in early childhood education, including leadership or administrative experience.
- Credentials as required by Maryland State Department of Education for Preschool Directors.
- Knowledge of Maryland state childcare licensing requirements.
- Strong leadership, communication, and organizational skills.
- Commitment to Christian faith and values; ability to model and teach these values to children and staff.
- CPR/First Aid certification
- Background check and clearances as required by state and church policy.

Desired Skills & Attributes

- Warm, nurturing, and approachable leadership style.
- Ability to balance administrative responsibilities with hands-on engagement.
- Strong problem-solving and conflict-resolution skills.
- Passion for early childhood education and ministry.
- Ability to maintain confidentiality and professionalism.

Key Responsibilities

Program Leadership & Administration

- Oversee daily operations of the preschool, including scheduling, enrollment, and classroom management.
- Lead the Preschool team with compassion, cultivating an environment of respect, kindness, patience, and inclusion.
- Ensure compliance with all state licensing, health, and safety regulations.
- Develop and implement policies, procedures, and handbooks for staff and families.
- Manage the preschool budget in coordination with the treasurer and church leadership.
- Maintain accurate records related to enrollment, staffing, and compliance.
- Serve as a non-voting member of the Mount Zion Christian Preschool Board of Directors, and keep the Board up-to-date on the happenings of the preschool.

Staff Leadership & Development

- Recruit, interview, hire, train, and supervise preschool staff.
- Foster a positive, collaborative, and faith-centered work environment.
- Provide ongoing professional development opportunities.
- Lead regular preschool staff meetings.
- Conduct yearly performance reviews with the staff and assist staff in developing individual goals.
- Ensure appropriate staffing ratios and classroom coverage.
- Coordinate substitute staff when needed and/or assist in a classroom if a substitute cannot be found.
- Assist staff with issues that would take attention away from the classroom (sick child, disciplinary issues, toileting, etc.)

Curriculum & Child Development

- Oversee implementation of a developmentally appropriate, play-based curriculum.
- Integrate Christian values, Bible stories, and faith formation into daily activities.
- Support teachers in lesson planning and classroom practices.
- Monitor children's developmental progress and address individual needs.
- Coordinate field trips and special in-house programming with the staff members.

Family & Community Engagement

- Serve as the primary point of contact for preschool families.
- Communicate regularly with parents regarding program updates, policies, and child progress.
- Plan and oversee family events, orientations, and conferences.
- Build strong, welcoming relationships with families and the wider church community.
- Collaborate with the Preschool Board to ensure the website and social media platforms are updated with current information.

Church Collaboration

- Work closely with pastoral staff and church leadership to align preschool ministry with the church's mission.
- Participate in church council and staff meetings as appropriate.
- Support church events and activities connected to the preschool.

Physical & Work Requirements

- Ability to supervise young children, including lifting up to 50 pounds.
- Ability to move throughout classrooms and playground areas.
- Ability to work flexible hours as needed for events or meetings.