

First Presbyterian Church Weekday Preschool

918 N Main St, High Point, NC 27262

(336) 884-2248

Job Description

Job Title: Program Director/Pre-K Teacher

Supervised By: The Pastor/Head of Staff and the Nurture Committee

Supervises: All Preschool Staff

The Preschool Director has a part-time position who shall serve as a liaison between the Preschool program and the Church Staff and the Nurture Committee, under the authority of the Committee and the Session and serves as a staff resource person on the Nurture Committee.

Qualifications:

- Bachelor's degree in Early Childhood Education or Child Development.
- At least 3 years' experience working in an educational setting.
- Prefer some experience in a supervisory capacity.
- Ability to communicate well both orally and in writing.
- Demonstrated knowledge of child development.
- Ability to relate sensitively to people of all ages and varied backgrounds.
- Must communicate effectively with parents, children, and co-workers.
- Ability to use supervision constructively and work as a member of a team.
- Be a visionary and work with the Nurture Committee to develop a mission for the preschool.
- Must submit to a criminal background check and to random drug testing.
- Must participate in annual evaluations with the Pastor and representative of the Nurture committee.
- Must have certificate of completion for Safe Sanctuaries (or equivalent) training.
- Must be a Christian.

Responsibilities:

Teaching Duties:

- Teach the pre-kindergarten class performing all duties defined in the job description for Weekday Preschool Teachers.

Supervisory Duties:

- Communicate with and observe the teachers and offer constructive feedback in discussions with them.
- Be alert to the cleanliness and needs of the preschool building as well as the attractiveness of the classrooms. Communicate with office manager in regard to any ongoing cleaning or maintenance issues.
- Schedule two conferences with parents and one with the teachers annually.
- Perform annual evaluations of teachers at the end of the school year and place in personnel files.
- Perform appropriate follow up to incident reports.
- Review lesson plans of staff and offer feedback accordingly.
- Create and execute periodic drills for emergency situations.

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Administrative Duties:

Parents:

- Be available to talk to prospective parents about the program by conducting tours and responding to telephone correspondence.
- Communicate clearly and effectively, answering any questions or concerns of families or children.
- Produce and submit for review to the Nurture Committee a parents' brochure containing weekday preschool policies.
- Compile preschool calendar for the year.
- Maintain parent communication to include information regarding holidays, visitors, etc.

Staff:

- Recommend teachers to the Nurture Committee for hiring in the preschool.
- Recommend to the Nurture Committee all salary changes for teachers.
- Coordinate employee schedules and maintain a list of substitutes; make sure substitutes are found when necessary.
- Make sure all substitutes and volunteers have criminal background checks.
- Conduct publicity for the Weekday Preschool, subject to the review of the Nurture Committee
- Produce and submit for review to the Nurture Committee a staff handbook containing employment policies.
- Within budgetary constraints, arrange for supplementary educational opportunities at least once a month to enrich the basic preschool program.
- During in-service weeks and within budgetary constraints, arrange for two continuing education classes for teachers.
- Arrange for and maintain current infant and pediatric CPR and first aid certifications for all staff.

Record Keeping:

Budget, Tuition and Enrollment:

- Create an annual budget for review and approval by the Nurture Committee.
- Collect tuition, record and give money to the church's office/finance manager.
- Follow up with parents if tuition is late.
- Submit recommendations to Nurture Committee for updating and/or changing fees.
- Maintain student files that include at least registration, medical, attendance, and "Late Stay" information.

Purchasing:

- Maintain records of all expenditures.
- Within budgetary constraints, purchase snacks, supplies and equipment for classrooms.
- Major equipment or capital expenditures (over \$1,000) must be approved by the Nurture Committee.
- Provide monthly/annual statements to the Nurture Committee

The Pastor/Head of Staff or Nurture Committee may delegate additional responsibilities as they become necessary.

Interested parties may submit resume and references (2 professional, 1 personal) to First Presbyterian Church at firstreshp20@gmail.com by April 30, 2018.