

Weekday Preschool Director

Part-Time Position

Purpose of Position: *To undergird and support the church's core commitments by leading in the fulfillment of the mission statement and philosophy of Mt. Zion Baptist Weekday Preschool: The purpose of the weekday preschool program is to support the home and extend the ministry of Mt. Zion Baptist Church by providing biblically based, age-appropriate education for preschoolers. It is the mission of this preschool to share God's love and purpose with both the children and their families.*

Position Title: Weekday Director

Employment Type: Part-Time, School-Year Position

Hours: Monday–Friday, 8:00 a.m.–1:30 p.m.

Reports To: Preschool Minister, Executive Pastor or Senior Pastor

Relates Closely with: Weekday Preschool Assistant Director, Weekday Preschool Staff, and Preschool Minister

Responsible for:

- Staff Leadership: Hire and maintain a staff that adheres to the mission and philosophy of Mt. Zion Baptist Church Weekday Preschool.
- Stewardship: Exercise stewardship of the financial, physical, and personal resources entrusted to the Weekday Preschool.

Specific Responsibilities:

- Helps provide and maintain an environment in which the children grow morally, spiritually, physically, emotionally, mentally, and socially.
- Oversee the day-to-day operations of the weekday preschool.
- Oversee the school calendar and events.
- Responsible for hiring and contracting weekday staff in collaboration with the Preschool Minister and Executive Pastor.
- Lead, encourage, and support teachers and classroom staff.
- Maintains effective communication with staff. Creates and maintains an annual budget.
- Oversee competitive tuition pricing and collections.
- Purchase and requisitions of preschool materials.
- Daily checks of indoor and outdoor environments.

- Maintains a clean, uncluttered environment in offices and classrooms.
- Oversees lesson plans.
- Oversees registrations from year to year of existing and new students.
- Meets with teachers and families to implement plans for preschoolers, as necessary.
- Conduct staff meetings.
- Attends in-service training, workshops, conferences, and other training opportunities to enhance professional growth.
- Establishes and maintains good communication with parents.
- Greets or acknowledges parents and children visiting the center for possible future enrollment.
- Reports any cases of suspected child abuse or neglect.
- Prioritize the safety of adults and children in the program.
- Recognize and record significant individual and group behavior.
- Maintains a commitment to professionalism.

Additional Requirements:

- A commitment and obedience to biblical Christian principles and teachings both professionally and personally.
- Strong organizational and communication skills.
- Develop strategies for growing the Weekday ministry.
- A degree in Early Childhood Education (preferred).
- Must have a current CPR (Infant, Child, and Adult) and First Aid Certification.
- Must meet requirements for current Background Clearance.
- 2+ years of experience in directing a faith-based weekday program (preferred).
- Ability to listen effectively and to communicate clearly, both orally and in written form.
- Quality collaborative skills and a desire to serve in a team setting.
- Has evidence of emotional maturity and stability in working relationships as evidenced through a Christ-like attitude—Must maintain staff harmony.
- Exceptional administrative, decision-making, and interpersonal skills.
- Ability to work well under pressure and possess sufficient competencies to handle crisis situations.
- Other duties as assigned.