



Preschool/Kindergarten Director

First United Methodist Church-Rocky Mount

Position: Preschool/Kindergarten Director

Salary: Commensurate with experience and education

Reports to: Senior Pastor

Job Summary: The Preschool/Kindergarten Director recognizes that the First United Methodist Church (FUMC) Preschool/Kindergarten is a ministry of the church and the Director represents the church in this ministry with staff, children and parents. Like all other FUMC staff, the Preschool/Kindergarten Director works within the parameters of the FUMC Mission Statement, “to know Christ, and to make Christ known.” The Director embraces the work of the Preschool/Kindergarten as a call to ministry and regularly prays for the children, the school staff, and the church.

Duties & Responsibilities:

The Director has the primary responsibility for directing the day to day operations for Preschool, Kindergarten and Mother’s Morning Out (MMO) programs in keeping with the policies and philosophies (see Handbook). This shall be accomplished by the following:

Curriculum:

- Maintain a level of programming in the school that first emphasizes the teaching of our Christian curriculum and coordinates with the high ideals of the NAEYC (National Association for Education of Young Children) requirements for Developmentally Appropriate Education.
- Preschool and MMO – Assist in planning and supervising curriculum units, review and recommend literature/resources.
- Kindergarten – Work with the Kindergarten teacher to establish and review curriculum units, grade level specific requirements, literature and other resources.

Staff Responsibilities:

- Recruit, interview, recommend employment, train, and terminate the staff for Preschool, Kindergarten and MMO programs in conjunction with the Preschool Executive Committee.
- Assist staff with professional growth through in-service training and provide opportunities for continuing education coursework.

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- Conduct individual evaluations and observations with each staff person at least once a year. Maintain a written record of evaluations. NAEYC Classroom Evaluation criteria is recommended.
- Be available to staff members during operating hours for evaluations, and special assistance. Be available to fill in for staff members in emergency situations.
- Assist staff with classroom management, parent involvement, and evaluation of children with special needs.
- Plan and schedule monthly staff meetings.
- Compile, revise, and review staff handbook with all staff members prior to the beginning of school.
- Review staff job descriptions and reporting requirements with all staff members.
- Assist staff in development of classroom schedules, playground and riding toy schedules and special events schedules (see School Calendar)
- Compile annual school calendar. To be approved by Preschool Board.

Parent Relations:

- Prepare the parent handbook annually.
- Be available to parents during operating hours for conferences and special assistance.
- Plan orientation for parents and day visits of children prior to the start of school.
- Plan Kindergarten Open House for parents of rising Kindergarten students within the school and the community.
- Prepare information for monthly school newsletter to parents.
- Bring information to parents by maintaining a parent information center (bulletin board) for upcoming events.

Facilities/Supplies:

- Review and equip classroom space to maintain quality standards
- Review outdoor playground area. Recommend improvements and maintenance required.
- Supervise maintenance, repair or replacement of facility items.
- Maintain an inventory of equipment owned by the school
- Maintain an adequate supply inventory based on staff needs.
- Coordinate the use of shared space and equipment with the Director of Children's Ministries and the Senior Pastor of the church.

Record Keeping:

- Maintain required records for students via attendance records, emergency information cards and immunization records.
- Conduct registration and enrollment of children in compliance with program policies.

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- Provide requested information for Kindergarten students as required by 1st Grade.
- Collect monthly reports for tuition from teachers and then prepare and make deposits. Give supporting information to School Treasurer.
- Authorize payment of payroll and accounts payable, coordinating all salary adjustments with School Treasurer and Church Office Administrator.
- Work with Preschool Finance Committee to prepare annual budget to be approved by Preschool Board.
- Operate all financial aspects of the program in conjunction with the Preschool Finance Committee and Treasurer.
- Maintain required records for Kindergarten state certification including health and fire inspections.

Continuing Development/Education:

- Maintain NAEYC membership and utilize their resources for Continuing Development/Education.
- Maintain Down East Partnership for Children (DEPC) membership. Utilize resources and attend workshops for Continuing Development/Education.
- Be familiar with the community and Methodist resources for referrals for children with special needs or those possibly affected by abuse.
- Be available to present information about school program to groups within the church and community.
- Maintain professional growth through training and coursework relevant to the programs under your supervision.

Knowledge, Skills & Abilities:

(Incorporated into above detail)

Requirements:

- Minimum of undergraduate degree in Early Childhood or Elementary Education is preferred.
- Hours of employment *are not to exceed 1,260 hours annually.*
- A degree in Child Development with Education coursework and comparable experience could be considered.
- Preferred that the Director has taught in a Preschool/Kindergarten program or in a program for Kindergarten through 3rd grade.
- Agree to background check (criminal record check) including drug screening per Insurance Company.
- Daily work schedule from 8 am to 1 pm Monday through Friday.
- Position is ten-month position. June, July and August are worked to equal one full month. This position is considered Part-Time.

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- Director shall be a member of the following committees and is expected to attend meetings regularly: FUMC Staff Meetings (Weekly), FUMC Church Council (Bi-monthly), FUMC Preschool/Kindergarten Board Meetings (Currently 5 times per year), FUMC Preschool/Kindergarten Committee Meetings including Finance, Executive and FUMC Charge Conference.
- Director of Preschool/Kindergarten is recognized as a FUMC staff member. The Director coordinates with Director of Children's Ministries and works with Staff Parish Relations Committee. The Director will meet and plan with the FUMC Preschool/Kindergarten Board of Directors as well as the Church Staff.
- The Director shall receive an annual performance evaluation by the Senior Pastor in order that strengths may be maintained and weaknesses improved. A member of the Staff Parish Relations Committee will be assigned to the Director as a liaison to the church.