

**Director of Education**  
**Covenant Presbyterian Church**  
**322 W. Pecan St. Sherman, TX 75092**

**Overview:** The Director of Education fosters a Christian environment through development of Christian education in the church.

**Description and Responsibilities:**

- The Director of Education oversees the preschool program as a church outreach ministry.
- Coordinates ministry for children and youth in fellowship, worship, mission, and faith exploration.
- Establishes and maintains a good interpersonal relationship with parents, children, and Staff of the Preschool and the church.

**Administration**

- Maintains policies and procedures for program operation, and supervises the daily operation of the preschool program.
- Participates in the preschool board meetings and planning.
- Serves as a liaison between the preschool board, the preschool staff, and the preschool families.
- Serves as a liaison with community preschool programs by attending meetings and conferences when they are deemed appropriate.
- Becomes involved in relevant organizations and educational programs within the community of Grayson County.
- Takes responsibility for supervision of Preschool office staff.
- Conducts registration and enrollment in a timely and efficient manner.
- Produces and distributes program control documents including school year calendar, work calendar, schedule for preschool staff, and class lists to the appropriate groups.
- Adheres to and implements the standards as outlined by the Texas State Standards for preschools. Maintains records on all licensures, health inspections, and fire inspections for our preschool.
- Applies for grants as needed to support the Preschool.
- Plans and organizes Children and Youth Ministry activities including Sunday school, Youth Group meetings, Vacation Bible School, outreach opportunities, fundraising, youth retreats, and a yearly youth mission trip.
- Plans and facilitates participation in greater church youth events.
- Facilitate communication between church children, youth, volunteers and parents.
- Coordinates and acts as a resource for the Children's Sabbath worship service once per year and Youth Sunday worship service once per year.
- Assists with the management of volunteers in accordance with Covenant's Child Protective Policy.

## **Preschool Staff Supervision**

- Conducts monthly staff meetings.
- Evaluates teachers on an annual basis.
- The hiring, managing and dismissing of preschool employees takes place as needed.
- Interviews and selects substitute teachers along with developing substitute teacher procedures.
- Maintains staff records and support for teachers.
- Is a visible presence to staff, students and preschool families.
- Implements child safety and protection policies including annual Safe Place training for all employees of the preschool.
- Provides opportunities for team building and staff collaboration.
- Performs other duties as assigned by Preschool Board and/or Head of Staff Pastor.

***Time Commitment:*** Part-time, 34 hours per week. Salaried.

***Special Talents, Skills Preferred:*** Bachelor's degree in early childhood education, child development, or related field, excellent communication skills. Understands and can manage the complexities of a church-based preschool program including related and necessary software computer programs.

***Relationships:*** Communicates the feeling of warmth and welcome that is characteristic of our church family. Cultivates and nourishes relationships with the young people and children of the church.

***Spiritual Gifts:*** Administration, Artistic expression, Discernment, Helps, Intercession, Leadership, Teaching, Hospitality

***Resources and Training Provided:*** Attends annual preschool educational training events and the annual Safe Place training.

***Accountability:*** Accountable to the Preschool Board and to the Pastor as head of staff. Attends the monthly Youth Group Leaders meeting, staff meetings and Preschool Board meetings. Attends other planning meetings (Christian Education, etc.) as needed.

***Evaluation:*** Performance reviews will be conducted annually by the Pastor as head of staff with oversight of a subcommittee of Preschool and Personnel committees. The Personnel Committee will annually review the adequacy of compensation in collaboration with the Preschool Board.

Applications should be e-mailed to [pastor@cpcsherman.org](mailto:pastor@cpcsherman.org)