

**Northminster Presbyterian Church
Indianapolis, IN
Northminster Community Preschool Director
Position Description**

Vision: Northminster seeks to engage with neighbors near and far in Christ's love.

Mission: Seek, Serve, Embrace

Position: Northminster Community Preschool Director

Reports to: Head of Staff

General Responsibilities:

Manage enrollment/registration for 3 classrooms, maintain excellent communication with 40+ families and staff. Lead 6 staff members and substitutes, manage tuition/registration fees, staff salaries, yearly budget and finances. Responsible for staffing program, maintaining relationships with church staff and members, support staff in class assessments and parent conferences, lead staff and advisory board meetings. Schedule yearly calendar, open house, registration, tours.

Qualifications:

Training - Bachelor's degree from an accredited college or university in Early Childhood Education, Child Development or closely related field

Experience - One year closely related experience

Necessary Special Requirements - Must possess or obtain American Red Cross Standard First Aid Certification and CPR Certification for infants and children within 90 days of hire and maintain for continued employment. New hires must, as a condition of employment, pass the following: reference checks and background checks including local police check and sex-offender registry.

Hours: Part-time. Approximately 20-22 hrs/week (18 T-Th, 2-4 M/F)

Schedule: Aug-May; some summer hours in early June and late July. In person.

Benefits: \$20,499.96; participation in 403b matching program

Essential Required Tasks/Example of Duties:

Person hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required.

Assists with staff training and development. Assists children in socialization and learning skills. Monitors the safety of activities and facilities. Assures compliance with applicable laws, codes, rules and regulations. Provides feedback to parents. Oversees safe and creative learning environment. Inspects the equipment to ensure safety and cleanliness.

Leads recruitment, selection, orientation, training, scheduling and evaluation of staff and volunteers. Supervises Assistant Director of 2/3's program and functions as that program's co-director. Maintains a variety of records, including registrations, permission slips, purchasing, accidents, vandalism, medical records, and evaluations. Communicates with Church staff and others in a timely manner. Performs a variety of miscellaneous duties.

Oversees the development, organization and implementation of approved curriculum for the development of children enrolled in the program. Works with teachers to plan, administer, oversee and evaluate instructional preschool activities which promote developmentally appropriate student learning according to established guidelines. Maintains a clean, safe, attractive and positive learning environment.

Manages majority of finances for Northminster Community Preschool.

Independence of Action:

Meets bi-annually with the Northminster Community Preschool Advisory Board to establish overall goals and objectives. In emergency situations, the director is expected to use reasonable judgment. In routine situations, the director is expected to work independently, consulting experts on all matters not specially covered in guidelines or instructions. Exercise some independence of judgment in meeting assigned objectives and implementing preschool operations, services, and programs. Responsible for daily supervision and evaluation of subordinate staff.

Working Relationships:

Relationships are typically with other employees of the Preschool, Church, and with the public who participate in the various preschool programs. Occasional contact occurs with individuals in related community programs in coordinating activities and information.

Necessary Applicant Traits:

Knowledge – Working knowledge of the Preschool program, concepts of child growth, development and behavior characteristics of preschool children. Early childhood curriculum areas and appropriate methods for implementation and assessment. Methods of instruction. Requirements of maintaining a children's center in a safe, clean and orderly condition. Methods of observing, evaluating and recording child behavior. Skill in administering First Aid and CPR to infants and young children.

Abilities – Ability to handle confidential information; work from broad direction with limited supervision; work with, instruct and supervise children ages 1 ½ to 5 years; work well with culturally diverse people; establish and maintain effective working relationships with other employees and the public; work well with varied and demanding people; respond appropriately in emergency situations; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; organize tasks and working environment to maximize efficiency; focus attention on tasks, which may be complex, routine, or repetitive; adapt to interruptions, equipment failures, unusual demands, or changing priorities; communicate clearly and concisely, verbally and in writing with children and adults; demonstrate cross-cultural sensitivity and respect; work independently with little direction; and observe health and safety regulations