

## Circle of Friends Preschool Director Job Description

Position Title: Circle of Friends Preschool Director  
Incumbent: \_\_\_\_\_ Department Program Ministries  
Date February 2019 Supervisor Executive Pastor of Ministry and Leadership

### General Function

The Director of Circle of Friends Preschool is the lead administrator of the school. The Director is responsible for casting and implementing a vision that meets the needs of families and results in the preschool having a positive reputation within the church and community. This person is also charged with ensuring the preschool complies with all applicable laws, rules, policies and safety procedures.

The Director also leads the day-to-day operations of the preschool, including curriculum development, staff hiring and management, marketing and communications, recruitment and enrollment, family relations, budget development and management, safety planning and regulatory compliance, etc.

The Director is charged with creating a safe, attractive and exciting environment for preschool-age children and their families. This person welcomes families of all faiths and backgrounds and ensures that the preschool offers a developmentally appropriate, play-based curriculum that prepares children for future success.

The Director must be a team player who is called to educating children. This person will be relationally-driven and an effective leader, coach, manager and creative thinker who partners with teachers and families to fulfill the mission of the preschool. This person will also be a innovative, compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

This person will be highly organized, an excellent communicator, able to exercise good judgement and be a non-anxious presence in all types of situations. They will be able to independently and successfully coordinate efforts from conception to completion. This person must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner.

### Entry Requirements/Qualifications:

- An undergraduate degree in early childhood or equivalent experience
- School administration experience preferred
- Must become Safe Sanctuary certified prior to starting

## **Primary Duties and Responsibilities:**

### **Staff Oversight**

- Lead all preschool employees including teachers, subs, support staff, etc.
- Interview, hire and guide new teachers, subs, support staff, etc.
- Observe teachers regularly and advise on their classroom leadership, team collaboration, curriculum implementation, parent relationships and adherence to the mission of the Preschool
- Lead regular preschool staff meetings
- Work with teachers to set individual goals and education plans
- Conduct formal performance reviews of preschool staff annually
- Identify and document personnel problems within the preschool and take appropriate action
- Supervise teachers' professional growth. Arrange in-service workshops, teaching demonstrations and other resources for teacher's professional development.

### **Marketing, Student Recruitment and Enrollment**

- Develop marketing, advertising and recruitment plans as needed to maximize school enrollment
- Conduct tours for prospective families and manage the enrollment process and materials
- Manage room assignments, classroom sizes and follow teacher-to-child ratios

### **Communication and Family Relations**

- Develop communications strategies to effectively keep families informed of relevant information
- Serve as the primary point of contact for the Parents as Leaders group
- Solicit family and teacher feedback continually and coordinate periodic family surveys
- Ensure website and social media platforms are maintained and used regularly

### **Church Relations**

- Meet regularly with Executive Pastor of Ministry and Leadership
- Serve as liaison between the Preschool and Manchester United Methodist Church
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies and vision to ensure alignment
- Attend church all-staff meetings

### **Business Management**

- Propose annual operating budget, tuition plan and staff compensation for review and approvals
- Manage and monitor preschool finances to stay within approved budget limits
- Plan for long-range equipment/capital purchases
- Manage school calendar and direct any special events

### **Health & Safety**

- Ensure that all child and staff records are complete and in order
- Oversee the planning and preparation of nutritionally-sound snacks
- Keep the school environment healthy and safe in accordance with applicable policies and laws
- Develop and oversee emergency preparedness plans, drills, training, incident reporting, etc.
- Coordinate any trainings and certifications required by law or policy

Other duties as may be assigned by the Executive Pastor of Ministry and Leadership to support the preschool and ministry of Manchester UMC.

### **Skills & Talents**

- Must be a committed follower of Jesus Christ and have a heart for ministry
- Must be collaborative, compassionate, creative, high energy and solutions-oriented
- Must be able to work independently as well as in team environments
- Must be a strong facilitator and developer of people and leaders
- Must possess strong time management skills and organizational abilities
- Must be able to communicate effectively, in both small and large group environments
- Must be proficient in Microsoft Outlook, Word, PowerPoint and Excel
- Must be social media savvy and able to learn preschool systems
- Must be comfortable addressing and resolving conflict using Matthew 18 principles.
- Must have excellent verbal and written communication skills.
- Must be able to handle sensitive and confidential information appropriately
- Must maintain appropriate personal and professional boundaries

### **Work Environment**

- The Director will work at least 40 hours on a typical week. This person will need to work an occasional weeknight and/or weekend for special events/activities sponsored by the school
- The Director is supported by a part-time Front Desk Coordinator
- The preschool is located in the lower level of Manchester United Methodist Church
- Preschool rooms are shared spaces that are used by the church during evenings and on Sundays

### **Comments**

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

***Interested applicants should email cover letter and resume to Rev. Jim Peich at [jim.peich@manchesterumc.org](mailto:jim.peich@manchesterumc.org). No phone calls please.***