

## **PRESCHOOL DIRECTOR'S JOB DESCRIPTION**

**Must be a Christian with a humble, servant's heart and teachable spirit, whose first desire in this position is to express Christ's love to children, their families, and staff. Must be a member in good standing at an evangelical Bible-believing church.**

### **Vision**

- Understand and implement the mission statement of Peace Presbyterian Church.
- Constantly look for ways to facilitate relationships and ministry opportunities between Peace Church and the families of Peace Preschool (PP).
- Recognizing that PP is a key outreach ministry, look for new ways to reach out to prospective families in our community.

### **Administration**

- Maintain supervision and administration of the total program.
- Interview all potential teachers with assistance from the Peace Presbyterian Preschool Advisory Committee and recommend best applicants to the Session for hiring.
- Maintain qualified personnel.
- Maintain adequate personnel records including teacher evaluations to be done at predetermined times.
- Ensure all teachers complete Peace Church's Child Protection Policy training and maintain ongoing approval.
- Set up work schedules for staff.
- Create and maintain positive and effective work relationships between teachers.
- Maintain proper teacher-pupil ratio of classes.
- Maintain child evaluations.
- Secure substitute help whenever necessary.
- Work with Advisory Committee members to prepare the annual budget submission, for final approval by Session.
- Administer the budget within the limits of the budget.
- Work with the Church Financial Administrator in dealing with tuition payments, teacher paychecks, and any taxes.
- Work with church administration in dealing with all insurance issues that arise in regards to the center.
- Give reports as needed to the various committees and the Session when they request them.
- Meet with the Advisory Committee annually and as needed to establish new rules, policies, or make important decisions.
- Supervise the curriculum, keeping it balanced with sound biblical teaching and good academics.
- Buy all supplies to carry out the program.
- Be an active participant in organizations with other Cary area preschool directors to learn from, and share with, each other.
- Work in harmony with the church staff and attend staff meetings as often as possible.
- Create and maintain a streamlined registration process and give information to parents concerning all aspects of the program.
- Maintain positive public relations with parents, prospective parents, and the community.
- Various other duties as assigned.

### **Staff**

- Provide opportunities for staff participation in community and professional programs and workshops.
- Plan monthly or as necessary with teachers for curriculum concerns such as supplying resources and teaching aides to carry out the daily program. Be available to help with special projects, etc., in the classroom.
- Schedule regular meeting times for prayer, planning, and evaluation.
- Help the teachers become aware of their children's needs, family background, and home environment.
- Keep teachers informed of learning trends and new methods by attending teacher's workshops, reading, etc.
- Help teachers with discipline problems as the need arises.
- Encourage the teachers in their spiritual walk and in their relationships with each other.

### **Parents and Children**

- Confer with parents on progress and problems, health conditions, etc., of children.
- Administer prescribed medication to children when needed.
- Be available to help in emergency situations (sickness, accidents). Fill out accident and insurance reports, as needed.
- Plan and administer parent programs.
- Keep parents and children informed of the church services and programs of Peace Presbyterian Church. Invite them to all the programs that are appropriate.