

First Presbyterian Preschool – Job Description

Position Title: Director of the Preschool

Summary: The Director of the First Presbyterian Preschool (FPP) provides administrative leadership for the day-to-day operations of the Preschool; strategic development of staff and operations; and oversight and direction of educational offerings. The Director will be accountable to the Chair of the FPP Board (the Board) and will report to the Associate Pastor for Spiritual Development.

Minimum Qualifications: The Director must possess a bachelor's degree or equivalent, preferably in early childhood, elementary education, or a related field. Two years of experience in a preschool setting or related early childhood setting is required. The Director must desire to work in a Christian environment and have administrative experience and ability. The Director must have a signed physician statement stating that they are free of any medical condition that would prevent them from caring for children under their care. The Director must meet NAC director accreditation standards or be willing to work toward them over the first year of employment.

Essential Functions

- Responsible for implementing a child-oriented program that encompasses play-based goals and objectives that exemplify national standards for highest quality early childhood programs.
- Responsible for curriculum planning and review.
- Responsible for interpreting the education program to parents, the Board, and the community.
- Continue personal professional development in areas related to early childhood education and program administration to stay current in the field and provide continuing professional development for the teaching staff.
- Establish effective methods for communicating with families and support teachers in their conferencing with parents throughout the year.
- Periodically observe classrooms and provide support to teachers in curriculum implementation.

Personnel

- **Employment:** Recruit, interview, supervise, and evaluate teaching staff, including substitutes. Provide for regular professional development opportunities for teaching staff.
- **Scheduling:** Plan and maintain the overall school schedule. Organize and lead regular staff meetings.
- **Compensation:** Manage preschool payroll. Monitor current compensation levels of Richmond area early childhood programs and recommend salary increases for Board's approval within the budget process.

Administration

- **Board Relations:** serve as an advisor to the FPP Board and liaison between the Board and teaching staff. Collaborate with the Board in establishing the annual budget. Perform special assignments and tasks as directed by the Board in the operation of the Preschool.

- **Church Relations:** Work with the FPC Associate Pastor for Spiritual Development to ensure the vision and operations of the Preschool are aligned with the overall mission, vision, and values of the Church. Attend regular FPC staff meetings. Work as a member of the overall FPC staff team toward the effective and faithful ministry of the Church.
- **Facilities:** Establish and maintain physical facilities to include classrooms, classroom furnishings, furniture, equipment, and playgrounds in accordance with standards for safety and cleanliness.
- **Enrollment:** Establish overall enrollment schedule and procedures for enrollment process. Recruit and enroll applicants for the Preschool annually. Assign students to classes based on Preschool guidelines.
- **Record-Keeping:** Supervise confidential record-keeping of the school to include: applications, financial records, attendance, student files containing forms for health and safety, permission forms, family information and other related records, staff files that include personnel information and assessment and professional development records.
- **Home/School Connections:** Provide orientation for families, preparing and distributing the Parent Handbook annually. Plan and coordinate family events throughout the school year. Establish and maintain a Preschool-wide attitude of respect for home cultures and family expectations for students.
- **Health and Safety:** Maintain an environment that promotes the health and safety for all students, enforcing abuse/neglect policies as needed. File appropriate accident reports with identified Church staff members for serious accidents involving possible insurance issues.
- **Licensing/Accreditation/Evaluation:** Responsible for seeking and maintaining accreditation/licensing of the Preschool.

Core Competencies

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Strategic Management:** Is future-oriented and can visualize the larger picture of where the organization is heading; identifies and prioritizes strategic objectives that are consistent with the vision of the organization; creates effective breakthrough objectives to carry out strategies; balances risk with desired outcomes.
- **Supervising Work:** Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.
- **Interpersonal Skills:** Is a team player and collaborates well with others; establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Work Hours: To perform the responsibilities listed will require full-time employment at an average of 40 hours per week, primarily Monday through Friday, recognizing that the demands of the job will vary from week to week. The Director will receive four weeks of vacation, which must be scheduled so as not to conflict with the flow of the school year.

Working Environment and Accountability: This position requires some flexible scheduling when the workload demands it and may be subject to heavy pressures and short timeframes. The Director will maintain broad executive authority over the operations of the preschool. The Chair of the Board will provide an annual reflection that will inform the annual evaluation performed by the Associate Pastor for Spiritual Development.

Interested Individuals should contact Rev. Josh Andrzejewski, FPPsearch@gmail.com or 804-358-2383 x123.