

Fairmont Presbyterian Church Preschool Director

Title: Preschool Director

Labor Status: Part-Time, Non-Exempt. This position is an at-will employment position with Fairmont Presbyterian Church. Nothing in this document should be construed as a contract or guarantee of employment. This is a part-time five day / week appointment that includes occasional evening and weekend work.

Requirements: Associate Degree in a related field and completion of all necessary background investigations. Prefer candidates who possess a bachelor's degree in Early Childhood Education or related fields and three to five years teaching experience. Successfully complete all required background checks. Maintain all federal, state, and locally mandated certifications for early childhood educators including, but not limited to first aid, CPR, child abuse recognition, and communicable diseases training.

Primary Functions: To lead, develop, coordinate, and administer Fairmont Presbyterian Church's Preschool Program and to serve as the lead teacher of the Preschool. The Preschool is a ministry of Fairmont Presbyterian Church providing a Christian atmosphere to supplement and enrich children's lives. Our primary goal is to help each child develop a positive self-image through daily experiences related to academic readiness, personal and emotional learning, and spiritual development.

Relationships:

- Preschool Director is accountable to the Session through the Personnel Team, and reports to the Associate Pastor.
- The Preschool Director supervises the work of all other preschool employees.
- The Preschool Director is a member of the Christian Formation Team (CF) that provides advice and support for the preschool and sets the preschool calendar beginning in August and ending in May of each year.

Qualities:

- Strong oral and written communication skills
- Well organized
- Exceptional administrative skills
- Strong classroom management skills
- Caring and empathic
- Energetic
- Ability to work independently and as a part of a team
- Ability to create an instructional plan that reflects consistent connections to student experiences, culture, and developmental characteristics.

Tasks and Responsibilities:

- Teach the 4 year old group 4 days per week.
- Teach the enrichment class one day per week.
- Introduce Christian based lessons.
- Follow ODE Early Learning Standards.
- Incorporate Step Up to Quality.
- Have comprehensive knowledge of program, staff, facilities, and licensing requirements.
- Plan curriculum together with other preschool teachers, meeting weekly.
- Work with CF to prepare the annual budget.
- Make all the purchases for the school.
- Arrange for cleaning and repairing of toys and equipment.
- Keep accurate records of all income, submitting monies and accounting forms to the Church accountant every two weeks.
- Keep records of all expenditures, submitting expense accounts to Church accountant every two weeks.
- Prepare payroll and submit to Church accountant by the 15th and 30th of each month
- Manage the three-year-old class teacher and the teacher aide(s)
- Establish and maintain a close rapport with parents. Conduct a minimum of two parent teacher conferences per family per year.
- Prepare newsletters to parents – electronic and hard copy – twice a month.
- Attend meetings, workshops, conferences that promote staff development and are pertinent to Fairmont Preschool.
- Maintain staff records as mandated by state law and regulations including First Aid, CPR, Child Abuse Recognition, Communicable Diseases Recognition, Maintain FBI and BCII background records.
- Maintain a Preschool license that provides advice and support for the preschool and sets the preschool calendar beginning in August and ending in May of each year.
- Prepare brochure and distribute to parents each year.
- Keep up-to-date forms as prescribed by the State that include medical records for children, as well as emergency contact forms.
- Arrange for visits by persons to enrich program; like community helpers: firemen, librarian, pastor, chef, etc.
- Plan Open House each year with help of staff and CF to be held the Sunday before the first day of school from 2-4 p. m.
- Work with CF to publicize school registration, and activities in The Call, Sunday Bulletin, and the local media.
- Attend CF meetings (if unable to attend send a staff member or a detailed report).
- Work with the Associate Pastor and Children’s Ministry Director in scheduling supplemental Christian Education activities such as Godly Play, Blessing Circle, and Reading Time.

Revised March 28, 2021