



First United Methodist Church of Coral Springs Director of First Church Preschool

Trust in the Lord with all your heart, and do not lean on your own understanding. Proverbs 3:5

Position Summary

The Director of the Preschool will be responsible for:

- Overseeing that all First Church Coral Springs (FCCS) Preschool's programs are conducted within the policies, procedures and guidelines as established by the: Preschool Committee. This position will ensure compliance with all federal, state, and local regulations regarding the running of the Preschool.
- Managing the daily operations of the Preschool.
- Selecting Preschool non-senior staff, curriculum, and all tuition-based programs in coordination with the Preschool Committee and First Church Executive Leadership.
- Managing the weekday interaction with the preschool during the school year, after-school programs, and Camp.

Commitment: Salaried (TBD), Full-time

Hours/School Years: Monday through Friday, 8:30 a.m. – 3:45 p.m. (and as noted in the FCCS Employee Manual)

Vacation: 2 weeks (to be taken during summer months).

(Hours are as defined in Preschool Employee manual for required working hours, personal time off and holidays).

Expected Outcomes

- The FCCS Preschool is recognized within the community for its excellence in Christian Education aligning with the United Methodist doctrine.
- The Preschool ministry becomes accredited by UMAP and achieves it highest ratings.

Essential Job Functions

✓ Administrative Duties

- Overseeing the daily operations of the school in compliance with all governmental regulatory statutes, following the guidelines of QRIS, APPLE, UMAP, and providing all required reports to support compliance issues.
- Recruiting, processing student applications, and placing children in appropriate learning settings and determining starting dates, student tuition, Preschool standards and policies, and the preparation of the Employee and Preschool Parent Handbooks.
- Supporting the children's ministries and the overall ministries of the church, through promotion within the Preschool and attending worship services, as requested.
- Administering all activities throughout the school year within the approved budget.
- Managing all aspects of the school calendar of events/activities throughout the year.
- Keeping abreast of parent, student, and teacher concerns when problems or misunderstandings occur, and interceding when necessary.
- Meeting with parents of children who have medical, educational, or psychological needs requiring intervention.
- Maintaining the integrity of the programming curriculum approved by the Preschool Committee.
- Assuring timely and accurate record keeping of all school activities.
- Maintaining current knowledge of preschool trends both nationally and local.
- Maintaining a thorough understanding of other preschools in the surrounding community.
- Attending a portion of Preschool Committee meetings as a non-voting member, providing written reports, information, and brief updates necessary.
- Participating in or delegating attendance of Church Council meetings & providing written reports.
- Purchasing and maintaining inventory of school supplies and equipment. Working with maintenance personnel, Senior Pastor, and Trustees in the upkeep of equipment and physical facilities.
- Annual Evaluation and Goal Setting of Preschool Director with Senior Pastor and SPRC.

✓ **Human Resource Duties**

- Responsible for the screening, selection, hiring/firing, training/development and discipline of Preschool staff according to SPRC guidelines including:
 - Conducting regularly scheduled staff meetings and trainings and attending all FCCS staff meetings.
 - Observing Preschool staff members in the performance of their duties and providing constructive feedback for each employee.
 - Ensuring that disciplinary steps taken are fair, consistent, legal, and appropriately documented.
 - Maintaining records for employee absences and personal time off.
 - Conducting and documenting annual performance evaluations of Preschool employees.

✓ **Finance Duties**

- Providing monthly financial/operating reports to the Finance Committee
- Preparing an annual operating budget for review by Finance committee & approval by the Executive Council
- Ensuring FCCS Preschool website is current and maintained on a monthly basis.
- Working collaboratively with other church staff members.
- Developing and maintaining positive relationships with all preschool activities and children, as well as church staff, congregation, and church leadership.

Educational, Background and Experience Requirements

- Minimum of a bachelor's degree in education (advanced education degree preferred), 5 years teaching experience in public school or pre-school environment, and 1 years' experience in school administration (lead teacher, assistant principal/director, etc.).
- DCF Director Certification (or candidate for DCF Director certification)
- Proficient spoken and written English, bi-lingual Spanish preferred.

Required Core Competencies:

- Must be a professing Christian with a passion and enthusiasm for local church ministry.
- Model excellence and commitment in job performance and all activities
- Must be punctual, organized, efficient and dependable.
- Have the ability to work with diverse personalities while developing and maintaining working relationships with staff members, congregational and external persons through the use of strong interpersonal skills.

Other Required Competencies and Attributes

- Knowledgeable in the operation of common office equipment with emphasis on the PC & Supporting software i.e., Microsoft Office (Word/Works, PowerPoint, Excel, Outlook).
- Frequently exposed to regular flow of people around the Preschool office & able to carry up to 25 lbs.

Covenant Agreement

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Senior Pastor: _____ Date: _____

SPRC Chairperson: _____ Date: _____