



Cypress Lake United Methodist Church is a large worshipping community in the Southwest District of the Florida Annual Conference of the United Methodist Church. We, like all United Methodists, believe that we are called to share God's love and make disciples of Jesus Christ for the transformation of the world. Please visit us online at cypresslakeumc.com for information on our mission, vision, programs and events. All employment relationships with CLUMC are on an at-will basis.

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NAME OF POSITION:	Director of Bright Beginnings Early School
REPORTS TO:	Associate Pastor
POSITIONS SUPERVISED:	All early school staff
CLASSIFICATION:	Full Time, Exempt
WORK SCHEDULE:	Monday through Friday, 8:00 AM to 3 PM
COMPENSATION SCHEDULE:	Biweekly

POSITION SUMMARY:

The Director of Bright Beginnings Early School is responsible for overseeing the vision and implementation of the preschool ministry at the church. Specific responsibilities include ensuring compliance with Florida Department of Children and Families (DCF) requirements, determining enrollment levels and tuition rates, supervising all staff, and working with the church to promote and strengthen connection between preschool families and the church.

ESSENTIAL JOB FUNCTIONS:

- Responsible for maintaining all licensing standards and requirements with Department of Children and Families, County Health Department, and the Early Learning Coalition, and keeping all related records and reports.
- Develop and maintain safety procedures, such as fire drills, lockdown drills, etc., and be informed of liability and legal responsibilities.
- Determine enrollment levels and tuition rates, including those for Lunch Bunch after school programming.
- Develop annual budget, and propose to CLUMC Finance Committee for feedback and approval prior to the beginning of each school/fiscal year.

- Choose appropriate curriculum for each age group, ensuring all needed technology and supplies are provided to execute the program selected.
- Provide parent tours and other engagement opportunities for parents once enrolled, to include parent night out events, parent fellowship opportunities, etc. in coordination with the Advisory Board and/or parent volunteers.
- Recruit, hire, and manage staff, including the maintenance of personnel files, implementing in-service training, implementing regular staff meetings, fostering a spirit of Christian community among the staff.
- Recruit, train, and schedule classroom volunteers.
- Responsible for Summer Camp, working with the Summer Camp Director (if applicable), to include planning summer schedule, building usage, additional staff hiring etc.
- Provide leadership and input to the school Advisory Committee as it plans for the continued success of the weekday programs, being an ex-officio member of the Board.
- In consultation with the Church Administrator and Maintenance Supervisor, identify maintenance or capital needs to the building and grounds of Bright Beginnings Early School.
- Represent the church and school to prospective and current parents and the general public; promote the church to the school and the school to the church.
- Be involved with church activities, especially those involving children.
- Partner with church family ministry staff to ensure that the program is in keeping with the mission of the church.
- Responsible for weekly Chapel services, either conducting or coordinating with church or preschool staff to do so.
- Attend weekly campus staff meetings, quarterly Church Council meetings, and other church committee meetings as requested, including at least one Finance Committee meeting to report on the annual budget.
- Submit regular articles to the church newsletter, prepare newsletter and calendar for parents, and update or coordinate the update of social media for Bright Beginnings Early School.

Educational, Background & Experience Requirements:

- Professing Christian;
- Bachelor's degree required; degree in Children's Ministry or related field preferred;
- Five (5) years of experience in Early Childhood teaching or administration;
- One (1) year of experience supervising employees preferred.

Core Competencies:

- Ability to communicate effectively with children, parents/guardians, and staff.
- Ability to resolve conflict.
- Ability to build effective teams.
- Ability to work with diverse personalities.
- Ability to plan for and work with children who may have special physical, mental, and/or behavioral needs.

Physical Requirements:

- Ability to sit, bend, stand, and move freely;
- Ability and dexterity needed to write, type, answer phone, and retrieve small objects;
- Ability to lead and participate in activities with volunteers and children, such as dramatic or musical activities, crafts, and/or games, both indoors and outdoors;
- Ability to see and read printed and digital materials and provide supervision to children;
- Ability to accurately hear voices for communicating and supervising;
- Ability to lift objects such as chairs, tables, and/or books;
- Ability to fulfill physical requirements of Nursery Worker when needed in that capacity.

COMPENSATION AND BENEFITS:

- Salary: \$45,000-\$50,000
- Benefits: Health insurance (with 80/20 employer match for employee after 90-day probationary period), paid vacation time after 6-months of employment, employer-matched retirement plan available after 6-month probationary period. Dental, Vision, and supplemental insurance opportunities available.