

## BALDWIN COMMUNITY UNITED METHODIST CHURCH

### JOB DESCRIPTION

**TITLE:** Director of Preschool

**QUALIFICATIONS:**

1. Demonstrate strength and maturity in his/her Christian faith and be willing and able to lead an exemplary Christian life
2. Share and support the Christian vision, mission and values of BCUMC
3. Possess a bachelor's degree in Early Childhood Education or related field
4. Background check (criminal/child/driving/fingerprinting) to be in compliance with the Safe Sanctuary Policy
5. Ability to follow oral and written instructions
6. Ability to work and communicate with other employees and individuals
7. Ability to work effectively and efficiently without close supervision
8. Demonstrate aptitude for skillful and successful completion of the assigned performance responsibilities
9. Obtain and submit a physical examination as may be required
10. The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy

**REPORTS TO:** Senior Pastor

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise all aspects of the Preschool Program in accordance with the Preschool By-Laws
2. Coordinate the programs and activities of the Preschool in conjunction with the church program of BCUMC to avoid conflicts in scheduling
3. Cooperate with the Coordinator of Contemporary Worship and Discipleship in promoting the Christian education program of BCUMC
4. Plan and develop the Preschool curriculum in cooperation with the Preschool staff
5. Plan and schedule special programs, activities, and events for the Preschool, collecting monies pertaining to same
6. Recruit and recommend to the Preschool Board the employment of all teachers and support staff for the Preschool
7. Ensure that all Preschool employees have the proper credentials including the required Criminal History, Child Abuse and FBI Clearances as well as current personnel records
8. Develop and implement in-service training of Preschool staff
9. Evaluate the Preschool staff annually or more often if needed and present the evaluations to Staff Parish Relations Committee for review
10. Recommend plans for improvement to Preschool staff to Staff Parish Relations Committee for review as may be necessary

11. Recommend dismissal of any Preschool employee as may be necessary to Staff Parish Relations Committee for review, in accordance with the Personnel handbook
12. Develop the annual Preschool budget and submit the same to the Preschool Board for approval as dictated by the bylaws
13. Prepare tuition invoices, ensure payment from the parents, and oversee proper accounting and depositing of said funds
14. Prepare the bi-weekly payroll and submit to the Business and Facility Manager for processing
15. Oversee the purchasing of all supplies and equipment for use in the Preschool
16. Plan and promote parent activities and participation in the Preschool program
17. Meet with parents as necessary to discuss progress of children in the Preschool program
18. Attend professional development programs as may be necessary to enhance performance
19. Develop materials and information to promote the Preschool program
20. Develop emergency plans and procedures in cooperation with the Business and Facility Manager and Board of Trustees for the staff and students in the Preschool program
21. Update emergency drills, including but not limited to fire evacuation drills on a monthly basis and severe weather drills annually
22. Cooperate with the Coordinator of Contemporary Worship and Discipleship in the implementation of the Safe Sanctuaries Policy
23. Oversee the operation of the security system of the Preschool
24. Recommend to the Preschool Board an annual calendar for approval
25. Attend Staff Meetings as directed by the Senior Pastor
26. Attend Church Council Meetings as directed by the Senior Pastor
27. Perform all other duties and assignments applicable to the position as may be directed by the Senior Pastor

**TERMS OF EMPLOYMENT:**

This is a full-time / exempt position. Work year, workdays, salary and benefits are established in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual, as approved by the Church Council.

**TO APPLY:**

Email cover letter and resume to: [Hiring-PreschoolDirector@baldwincommunityumc.com](mailto:Hiring-PreschoolDirector@baldwincommunityumc.com)