

**Position:**           Preschool Director  
**Classification:** Full Time, Salaried Position  
**Location:**         Sharonville United Methodist Church Preschool  
**Contact:**          Clara Kwon  
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### **PRESCHOOL DIRECTOR JOB DESCRIPTION**

Sharonville United Methodist Preschool is a ministry of Sharonville United Methodist Church (SUMC). The Preschool is open to children of all spiritual backgrounds from ages two through five. The mission of the Preschool is to assist preschool children in their intellectual, emotional, social, physical and spiritual development by providing enrichment experiences in a Christian Environment. Working collaboratively with the Pastor, Ministry Administrative Leadership Team (MALT), Preschool parents and other SUMC staff, committees and the congregation, the Director leads the Preschool Staff in operating the Preschool, fosters Preschool Staff development, and carries out the Preschool's mission. The Director reports to the SUMC Senior Pastor and will receive a performance assessment from the Senior Pastor on an annual basis.

#### **Basic Duties and Responsibilities:**

Plan, organize, direct, manage, and supervise programs for preschool-age children and facilitate positive relations among Preschool Staff, parents, and the SUMC Congregation. This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition.

#### **Program Development:**

Director will be able to:

- Maintain, develop, or modify curriculum to meet the needs of children enrolled in the Preschool and remain current with developments in the field and changing community/family needs.
- Develop long term plans to facilitate the growth of the Preschool by reaching out to the local community and engaging with them through advertisement.
- In conjunction with the Preschool Committee at SUMC, define policies of admission, attendance, tuition and educational goals and establish all other necessary policies, procedures, or rules pertaining to the operation of the Preschool, consistent with the SUMC Preschool Employee Handbook, Charter, and Registry Documents.

### **Staff Supervision/Employee Relations:**

Director will:

- Have knowledge of developmentally appropriate curriculum, interactions and environments, as well as oversee and assist the Preschool Staff in administering, planning, and evaluating activities and lesson plans that promote developmentally-appropriate learning.
- Train and supervise the Preschool Staff by holding regular meetings, addressing staff concerns, and assisting in the classroom when necessary.
- Plan, organize, coordinate, and promote professional development, training, and staff meetings.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development. Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive employee relations environment in the Preschool and SUMC.
- Conduct Preschool Performance Evaluations in conjunction with the SUMC Preschool Employee Handbook.
- Arrange for substitute help for the Preschool Staff and serve as a substitute as needed.
- Coordinate recruitment and hiring to fill Preschool Staff vacancies.

### **Administration:**

Director will:

- Maintain primary responsibility for handling day-to-day administration of the Preschool, including determination of all schedules, assignment of Preschool Staff responsibilities, and utilization of office/classroom space and resources.
- Ensure compliance with all licensing requirements of the Ohio Department of Education/ Department of Job and Family Services and/or all other applicable county, state, and federal laws, rules, and regulations. Director will serve as primary point of contact with all governmental and regulatory bodies in connection with the Preschool.
- Plan, supervise, and implement health and safety programs including health precautions, emergency procedures, facility, and equipment safety.
- Manage all aspects of student admissions.
- Keep and maintain full and complete records pertaining to the administration and operation of the Preschool.
- Manage and supervise Preschool Custodian including cleanliness of the entire Preschool.

### **Fiscal Responsibilities:**

Director will:

- Work with the Preschool Committee to prepare an annual budget for approval by the Preschool Committee (which includes representatives from Finance Committee of SUMC).
- Maintain responsibility for operation of the Preschool pursuant to an approved budget, including collection of enrollment fees and tuition, payment of salaries, purchase of routine equipment and supplies, managing expenses, and handling of routine banking transactions in

accordance with established the SUMC Preschool Charter and Relationships Document and Registry.

**Communication and Leadership:**

Director will:

- Develop a strong rapport with the MALT, Pastor, Church Staff, and Preschool Committee by attending planned and ad hoc meetings as required, providing bi-monthly reports to the Preschool Committee (including budgetary information), and responding to requests for information in a timely manner.
- Communicate effectively with Preschool parents and staff, prospective families, and the SUMC Congregation and committees in order to promote understanding and support of the Preschool's ministry, as well as encouraging feedback regarding Preschool programs and activities.
- Maintain the Preschool website and other social media/marketing presence in the community.

**Qualifications:**

Director must meet all of the State of Ohio licensing requirements.

Candidates with degrees in Early Childhood Education and prior experience in a childcare or preschool environment preferred.

While active participation in SUMC congregation is appreciated, a successful candidate must be conversant in and practice the Christian faith.