

**PRESCHOOL DIRECTOR JOB DESCRIPTION
COVENANT PRESBYTERIAN CHURCH
AUGUSTA, GEORGIA**

All Covenant employees function as representatives of a Christian community blessed by the grace of God. Our employees are called to minister to others, just as are the members of our congregation. Our employees accomplish this task when they reflect the love of God, spread the peace of Christ, and further the work of the Holy Spirit in their dealings with all people.

TITLE: Preschool Director (non-exempt)

STATUS: Part-time (averaging 22.5 hours per week during the school year; hours vary in June and July)

PURPOSE:

To provide management, guidance, and support for the Preschool, Children's Day Out, and Summer Fun programs and to administer the ongoing business of these programs in such a way as to provide quality childcare and preschool education in a loving, Christian environment.

ACCOUNTABILITY:

The Preschool Director is accountable to the Head of Staff (i.e., Pastor or Co-Pastors) and relates to the Session through the Sustainability Ministry Team and Education Ministry Team.

QUALIFICATIONS:

Educational: A minimum of a bachelor's degree. Experience in early childhood education or related field and/or quality preschool teaching experience is beneficial.

Personal:

1. Exhibit a commitment to Jesus Christ and His church and be an active member of a faith community.
2. Be organized and capable of following through to completion of new ideas, programs, and curricula.
3. Demonstrate ability to inspire, teach and lead teachers, parents, and children. Possess good communication skills, maturity, and a positive attitude.

This position requires experience with management and/or leadership in a children's education capacity. Possession of a bachelor's degree or higher from an accredited college or university is required, and experience in early childhood education, child development, special education, elementary education or the human services field is beneficial.

The successful individual will be a strong leader with a solid work ethic, possess a passion for early childhood education, and have the ability to function as an administrator.

RESPONSIBILITIES:

Staff

- Lead a team of teachers and other staff in the operation of a PC(USA) preschool, including day-to-day activities and routine special events.
- Recruit, hire, and train teachers and other staff (including substitutes) to ensure qualified and caring leadership in all aspects of the programs.
- Regularly check in with, evaluate, and develop staff as part of a "continuous learning" culture. Schedule regular staff meetings and trainings.

- Coordinate substitute teachers when a teacher is absent.
- Work with Preschool Assistant Director to plan, implement, and lead special event programs for the preschool such as the annual Christmas program and Graduation.
- Implement classroom management practices that foster a safe, secure, and orderly environment that is consistent throughout the school.
- Regularly select, develop, and evaluate program curriculum for a fun, educational, and Christian preschool environment.

Communication

With School Families

- Function as contact person for parents/guardians regarding student enrollment, assimilation, progress, etc.
- Be available to meet with families regarding concerns.
- Support and regularly meet with Parent Teacher Organization (PTO).

With the Church

- Provide regular reports to the Education Ministry Team, Sustainability Ministry Team, and Session on the overall operation of the programs including budget, enrollment, staffing, and other pertinent information.
- Work with Head of Staff (i.e., Pastor or Co-Pastors) to foster connection between the congregation and the preschool.

With the Larger Community

- Develop and implement a marketing plan that creates interest in the preschool and fuels strong enrollment in all programs.
- Manage and maintain preschool website and other social media channels with current information to promote awareness and communication.

Finance

- Develop and maintain an annual budget for all the early childhood programs, making sure needs are met and financial targets are realized.
- Track hours and submit payroll for all preschool staff to Finance Secretary.
- Make determinations for need-based financial assistance for preschool families.

Other

- Complete CPR and First Aid training.
- Attend church staff meetings.
- Perform other duties as assigned.

RELATIONSHIPS:

In addition to preschool employees, students, and parents, the Preschool Director works with the Head of Staff (i.e., Pastor or Co-Pastors), Church Administrator, Finance Secretary, chair of the Education Ministry Team, and chair of the Sustainability Ministry Team.

OTHER INFORMATION:

Benefits, leave, evaluation, and other information pertinent to this position may be found in the personnel policies of Covenant Presbyterian Church.

Approved by Session on March 5, 2024