



Job Description UNITED CHRISTIAN PARISH PRESCHOOL DIRECTOR

The Preschool Director of United Christian Parish has primary responsibility for administrative oversight of United Christian Parish Preschool, as outlined below:

HOURS

The Preschool Director will work a 35-hour week for 46 weeks. During the months of June-August, the Preschool Director will work flexible hours as needed to administer summer camp, prepare for the next year, and respond to current and prospective parents. Wednesday morning office hours are shared amongst the Director and other administrative staff.

DUTIES

1. DIRECT AND GUIDE NUTURING PROGRAM FOR YOUNG CHILDREN

- Develop class offerings (which are approved by Preschool Advisory Committee [PAC]) based on demographics of the community and the needs of the children and their families.
- Supervise general operation of preschool, including daily activities, curriculum, and special events.
- Develop rapport with individual children and families to understand and fulfill their needs.
- Update knowledge of developmentally appropriate practice, curriculum changes and best practices in the early education profession and apply to operation of preschool.
- Ensure Christian principles and teachings are included in the preschool program.
- Maintain NAEYC Accreditation and Licensure as Child Day Center by Virginia's Department of Social Services and participate in Virginia Quality.
- Support Individualized Education Plan for children with identified special needs and support the inclusion of all children.

2. SUPERVISE TEACHERS AND ADMINISTRATIVE STAFF

- Lead the Admin Teach which consists of an Assistant Director, an Admin Assistant (who maintains children's files and billing for families), and a bookkeeper.
- Maintain teaching and administrative job descriptions and personnel handbooks.
- Fill vacancies of teaching staff in coordination with PAC.
- In conjunction with the Assistant Director oversee and support marketing, social media, and the ordering of supplies.
- Implement a comprehensive professional development program including
 - UCP's Commitment to Children Policy
 - Health and safety requirements

- Creative Curriculum® and Conscious Discipline
- New staff orientation and basic training in early childhood education, if needed
- Monthly staff meetings
- Opportunities in the larger early childhood community
- Professional library of resources on early childhood education.
- Prepare and distribute contracts for teaching staff in consultation with PAC.
- Oversee selection of administrative personnel, in collaboration with HARC, with final approval by UCP's Board.
- Approve continuing status or separation of staff members after probationary period.
- Recruit and train prospective substitutes, and assure adequate staffing in event of absences.
- Hold staff conferences twice a year or as needed.
- Perform annual evaluations of education and administrative personnel in written form.
- Maintain teaching staff's personnel records.
- Support staff in implementing developmentally appropriate programs in the classrooms.
- Support staff's assessment of children's progress and assist them as needed as they prepare to report results to parents.
- Observe in classroom as needed, in order to assess a child's needs, education staff performance, and overall quality of the program.
- Support staff in sharing of classroom space, equipment, and use of preschool resources.
- Conduct monthly staff meetings.
- Set yearly calendar in coordination with PAC and provide it to staff and families. Maintain and update monthly online calendar as needed.

3. MANAGE HEALTH AND SAFETY REQUIREMENT FOR THE PROGRAM

- Implement Preschool Emergency Action Plan.
- Promote safety and health of children as guided by licensing and accreditation standards.
- Comply with UCP's Commitment to Children Policy.

4. MANAGE STUDENT ENROLLMENT AND FAMILY COMMUNICATIONS

- Promote United Christian Parish Preschool within the community.
- Conduct open houses and/or tours and support registration processes and enrollment of children.
- Plan for orientation of new students and their families.
- Ensure that seminars for families of the preschool and community are offered periodically.
- Encourage and provide opportunities for family involvement.
- Support a resource library for parents in church library.
- Provide regular communication with families.

5. MANAGE PROGRAM COMMITMENT AND COMMUNICATIONS WITH UCP PERSONNEL

- Meet monthly with UCP staff regarding coordination of Preschool and Parish mission and activities.
- Meet with UCP Ministerial Team yearly to plan chapel dates and times.
- Submit articles for publication in UCP's newsletter as needed.
- Plan agenda for PAC monthly meetings, meet with PAC in non-voting capacity, and provide director's report.
- Provide information about Preschool operations as needed to UCP Board, Councils and Ministries.

6. SUPPORT UNITED CHRISTIAN PARISH MINISTRY IN THE COMMUNITY

- Promote United Christian Parish Preschool in the community.
- In coordination with the Parish Communications Director inform families regarding programs and service opportunities of the Parish.
- Refer families and staff with special needs to the Ministerial Team when appropriate.
- Pray for the families, children, and staff.

7. MANAGE FINANCIAL AFFAIRS OF THE PROGRAM

- Submit to PAC an annual budget and salary proposal for approval.
- Submit to Parish Board annual Preschool budget.
- Approve all expenditures and operate within approved budget.
- Review and oversee monthly financial reports in conjunction with the bookkeeper.
- Anonymously present for action to PAC any scholarship applications.
- Manage procurement/maintenance of program equipment in consultation with UCP's Faith Formation Ministry.

8. PARTICIPATE IN THE PROFESSIONAL COMMUNITY

- Be a contributing member of the professional early childhood education community including NAEYC affiliates and informal director groups.

3/10/2022