

DIRECTOR OF ST. MATTHEW'S UNITED METHODIST CHURCH WEEKDAY SCHOOL AND CHILD CARE CENTER

Responsibility

Directs and manages all operations associated with the St. Matthew's United Methodist Church Weekday School (WDS). Supervised directly by the Senior Pastor and overseen by the WDS Board of St. Matthew's UMC.

Desired Qualifications

- At minimum a Bachelor's Degree, preferably in Early Childhood Education or another child-related field
- Qualifying experience in children's education following Virginia Licensing recommendations
- Demonstrated competence in administration
- Open to vision and growth of Christian education programs
- Knowledge of Excel, Word, Brightwheel, Squarespace & Microsoft Suites
- Experience with financial administration, budgeting, book-keeping, and cash flow
- Current certification in First Aid and CPR
- Clear national background check, fingerprint check, and certification by physician or physician assistant stating clearance to care for children.

Job Hours

40 hours per week, WDS hours are 7:00 AM – 6:00 PM
12 months of the year; August 1- July 31

Relationship to Church

The Director of St. Matthew's WDS is an integral part of the St. Matthew's United Methodist Church.

Works directly with Pastors, Director of Children's & Family Ministry, and the rest of the St. Matthew's UMC staff.

- Participates as a non-voting member of the St. Matthew's WDS Board which oversees WDS operations.
- Attends weekly church staff meetings.

Leadership / Management

In addition to the day-to-day management of the program, the director is a leader who encourages community teamwork among the WDS Board, teaching staff, and families. The director will have a multi-year plan for the continued health of the program, including defined goals for the implementation of best practices in early childhood education. As part of the management of the WDS, the following are expected:

- Provide a status update of the WDS program at each board meeting.
- In conjunction with the WDS Board, a program evaluation will be conducted annually in April to solicit feedback from parents and staff about areas of excellence and any areas for improvement.
- Lead, hire, supervise, and motivate WDS teachers.
- Hold regular staff meetings. Conduct annual evaluations of WDS teachers and staff, using regular classroom observations to provide ongoing feedback and assessment. o Plan and conduct training sessions for staff professional development requirements. o In addition to in-house training, provide staff with information on other trainings available.

Maintain each staff member's personnel file. Files will include: Signed annual contracts, staff health forms, resumes, results of all background checks, fingerprint checks, Sworn Disclosure documents, and proof of required training in CPR, First Aid, MAT, etc o Receive applications, interview, and hire teachers and other staff as needed. o Review and revise all job descriptions of WDS teachers annually.

- Supervise WDS Assistant Director. Provide ongoing constructive feedback and an annual evaluation.
- Serve as a resource and support for the families of WDS students. o Communicate regularly with parents via email, newsletter, etc.

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OF ST. MATTHEW'S UNITED METHODIST CHURCH WEEKDAY SCHOOL o Work with teachers in planning parent-teacher conferences. o Ensure sensitivity to diverse cultural, ethnic, linguistic, and socioeconomic backgrounds.

Early Childhood Education

- Evaluate, develop, and implement curriculum that meets the needs of young children and prepares children for entry into Kindergarten. Ensure curriculum is consistent with the educational philosophy of

St. Matthew's WDS and the core values of St. Matthew's UMC church. o Provide teachers with curriculum and requirements to be accomplished in the classroom.

- Implement current best practices and models of education and faith development, including a working knowledge of developmental milestones for children. o Pursue opportunities to maintain professional acumen of at least 16 hours of professional development training. Provide written evidence of completing these hours to the WDS Board.

Up to 8 hours may be obtained as in-service or pre-service hours at SMWDS. The remaining 8 hours will be earned through workshops, training programs, online courses and conferences when available. o Additional 10 hours in Preschool Administration. o Conduct regular

observation and assessment of WDS students as needed to help with conferences and/or identifying special needs or accommodations.

- Remain current on best practices regarding children with special needs and accommodations as required by the Americans with Disabilities Act (ADA). o Refer parents to available community resources as needed.
- Plan field trips, special events, and preside at WDS functions.
- Provide on-site professional development for staff related to best practices and areas of growth.
- Create PowerPoint and interactive seminars for the professional development credits.

Business Operations

- Responsible for the daily operation of the WDS office; supervise Assistant Director's daily duties.
- Supervise the start and close of the school year as well as oversee all operations of the annual summer camp offerings.
- Plan and budget financial resources in coordination with the WDS Board and Assistant Director. o Work with Assistant Director and WDS Board on fundraising for WDS. o Maintain inventory of supplies, snacks, all permanent materials and equipment used by the WDS o Responsible for book-keeping, accounting, budgeting, and cash flow management
- Ensure compliance with State and County codes, regulations, and licensing pertaining to early childhood program services (health, safety, etc.) o Renew school permit/license. o Meet with all inspection officials i.e. licensing inspector, Fire Marshal, and health department officials in coordination with the St. Matthew's UMC Board of Trustees as needed. o Ensure staff and teachers are up to date on CPR, First Aid, and MAT certifications.
- Report maintenance and facility issues (including playground) to St. Matthew's UMC Board of Trustees.
- Manage registration, including advertisement of deadlines and maintain a wait-list when needed.
- Maintain up-to-date confidential student files, including required medical forms.
- Assist with arrival and departure of children.

Communication

- Maintain communication with staff and parents (mail, email, phone, website, etc.)

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- Responsible for WDS recruitment, marketing, and public relations.
- Maintain and update WDS Parent Handbook and general policies and procedures; recommend updates annually to WDS Board.

- Work with the church Administrative Assistant to schedule and reserve space for WDS activities on the church calendar.
- Communicate regularly with church staff, committees, and congregation about the WDS, its programs, and staff.
- Greet visitors and conduct tours for prospective students.

Job Type: Full-time

Pay: From \$50,000.00 per year

Benefits:

- Health insurance
- Paid time off
- Retirement plan

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Annandale, VA 22003: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)

Work Location: In person

Send resumes or questions to Mike Plasters, Lead Pastor at mplasters@stmatthewsumc.org