

Davidson United Methodist Church  
P.O. Box 718  
233 South Main Street  
Davidson, NC 28036

**POSITION DESCRIPTION:**      Date Prepared: 1/13/2020      Date Approved by SPRC: 1/13/2020  
Preschool Director

**STATUS:** Part-time, Salaried, Exempt  
**HOURS:** 8:00am-1:00 pm Monday- Friday  
**SALARY:** \$25,000-\$42,000  
**BENEFITS:** 403(b) retirement

**General Purpose of Position:**

Preschool Director is responsible for all aspects of the preschool program for DUMC and its mission as an extension of DUMC ministry work.

**Organizational Relationship and Supervision:**

The Preschool director is a church employee that reports to the Senior Pastor. The preschool director also receives oversight and direction from the preschool committee.

**Key Tasks and Responsibilities:**

Staffing of the Preschool

- Is responsible for hiring, and development of all preschool staff.
- Evaluates staff on a yearly basis.
- Evaluates new staff members 60 days after start date.
- Maintains own professional growth.
- Carries out school policies consistently and fairly.
- Maintains all staff records of information and training files

Planning and Evaluation

- Effectively communicates mission and philosophy to teachers, committee, church, and community at large.
- Keeps informed on trends and developments impacting the future of the school.
- Oversees evaluation systems and uses information to make strong decisions.

Administrative System

- Ensures school is well equipped for each age group.
- Oversees the repair and maintenance of equipment.
- Oversees systems that track vital finances and information to children, families, staff and committee, and community.
- Facilitates financial statements and all reports to committee in a timely and accurate manner.
- Plans budget and presents to committee for evaluation and confirmation.
- Evaluates and sets teacher salary range and merit system.
- Administers developmentally appropriate guidance policies for school.
- Models positive guidance (discipline) skills for teachers and parents.

- Assures that children are disciplined in a consistent manner that follows school policy.

#### Curriculum

- Demonstrates and understands children's developmental abilities, needs, and individual differences.
- Ensures staff follows appropriate developmental teaching techniques.
- Serves as a resource to teachers for the development of appropriate curriculum.

#### Church Relationship

- Attends church staff meetings when possible.
- Assures that mission of church is central to life of preschool.
- Acts as a Christian role model.

#### Parent Relations

- Effectively supports the transition of families into the program.
- Maintains confidentiality at all times, sharing only appropriate information.
- Keeps parents informed of policies and procedures of the school.
- Facilitates opportunities for parent/teacher education.

#### Marketing and Public Relations

- Maintain enrollment and wait lists.
- Markets the school to the community in a professional manner.

#### **Skills and Attributes:**

- Strong understanding of early childhood education principles and practices
- Ability to work collegially with staff members and volunteers
- Strong organizational skills
- Strong oral and written communication skills

#### **Experience Requirement:**

- BA/BS in Early Childhood Education
- Minimum 3 years of experience in teaching at the Preschool level
- Prefer 3 years of experience in directing a preschool program

#### **Soft Skills:**

- Ability to work independently and as part of a team
- Strong work ethic
- Excellence in work
- Understands confidentiality in all matter is extremely important