

POSITION DESCRIPTION

COURTHOUSE COMMUNITY UNITED METHODIST CHURCH

PRESCHOOL and AFTER SCHOOL DIRECTOR

Reports To: Pastor
Effective: 4/15/2018
Directly Supervises: CCPA Staff and Volunteers
Status: Regular Full Time
40 hours/week
FLSA: Exempt

JOB SUMMARY

Works under the direction of the Pastor and Staff Parish Relations Committee, and with paid and volunteer staff to develop, implement and manage an effective and meaningful weekday education ministry through Courthouse Christian Preschool and Aftercare (CCPA) programs.

REPORTING RELATIONSHIP

Reports to the Pastor and functions as a member of the CCUMC staff team, assuming responsibility for his or her own assignments. The CCPA Director is subject to annual performance evaluation by the Pastor and a representative of the Staff-Parish Relations Committee

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Daily

- Maintain a healthy and safe environment for children and staff through visual inspection of facility and grounds
- Report maintenance needs in a timely manner using appropriate forms. Follow through with both staff of CCPA and CCUMC in coordinating scheduling of any work needed and reporting successful completion of needed work
- Engage and welcome staff before the school day begins; be accessible for staff members to consult; and be prompt in responding to staff needs and concerns
- Engage and welcome students and parents during drop off and pick up times. Invite parents and students into conversation and be available for parents should they need to talk or address issues or concerns
- Visit classrooms on a regular pop-in basis, to be a visible presence to teachers and students
- Verify and approve all bills to be paid and forward to Treasurer upon receipt to avoid late fees
- Maintain a central file system of records in accordance with State Child Day Center Licensing procedures for financial, employment and statistical purposes

Weekly

- Conduct Chapel twice a week as part of the Christian Education Program
- Attend weekly CCUMC staff meetings to keep all informed about the Preschool; also utilizes this time to review and/or communicate with the Calendar Coordinator and Kitchen Manager about any facility use needs for the upcoming week. PLEASE note that more than a weeks' notice is always preferable for any facility usage changes

- Meet with staff to promote two-way communication about planning, challenges, and other general related topics and concerns.
- Prepare and send weekly emails to all CCPA staff
- Review and approve time sheets for biweekly payroll so that Treasurer can process on time

Monthly

- Lead Monthly CCPA Staff Meetings
- Attend Monthly CCPA Board Meetings and communicate with staff regarding outcomes
- Attend Church Council meetings to report on CCPA activities and concerns
- Edit and send out a monthly CCPA newsletter to parents, staff and CCUMC administration

Annually

- Review the performance of all CCPA employees on an annual basis; and keep a record for their employee file
- Evaluate teaching and support personnel needs
- Make recommendations about promotions, salaries, schedules and dismissals to the Pastor and Staff Parish Relations Committee
- Select and orient new personnel at the CCPA, and hire the necessary replacements when vacancies occur
- Is aware of and responsible for maintaining all state and local licensing standards and accreditation regulations, including the renewal dates to insure CCPA is always compliant
- Review CPR/AED and Medication Assistance Training (MAT) requirements plus Crisis Management Plans; and schedule times for staff to be trained as necessary in these areas, so that CCPA is always in compliance
- Prepare and maintain a budget, which includes personnel, equipment, supplies, training, and any additional components. Present the personnel budget to SPRC for approval and the full budget to the CCPA Board for recommendation to Finance, who will in turn submit it to CCUMC Church Council for final approval
- Identify and schedule opportunities for staff improvement through outside professional development, in-service activities, seminars and/or conferences. Identify and set an annual schedule for staff that will be participating, ensuring maximum involvement
- Work with staff to develop policies, goals, and objectives of the program. Work with staff to plan a curriculum, scope and sequence for each team. Work with staff to develop an on-going program of activities for the care, growth and development of each child
- Create policies and procedures for admissions
- Create a one-year and three-year strategic plan for CCPA that covers all domains; communicate this plan to the CCPA Board and CCPA staff, and work with them to implement the plan

As Needed

- Direct and guide staff as to teaching abilities and individual work habits through observation and team meetings. Serve as a mentor and model to staff on professional conduct, including confidentiality, best practices, and quality service to children and families
- Attend all special school events and school-related church events
- Work with parents in all settings, including, but not limited to: meeting each parent who enrolls their child at CCPA, being available for telephone and personal parent conferences when necessary
- Fill roles of other staff members in emergency situations
- Other related duties as may be deemed necessary by the Supervisor

MINIMUM QUALIFICATIONS

Requires a bachelor's degree in preschool/early education or elementary education. Minimum five years teaching experience or equivalent. Knowledge of Reggio Emilia Philosophy preferred; knowledge of Creative Curriculum necessary; familiarity with Department of Social Services (DSS) standards; excellent communication and organizational skills necessary. Must exercise discretion in dealing with the public and have the ability to handle confidential information.

PHYSICAL REQUIREMENTS

Job requires ability to move freely in and out of different small-group settings (office, classrooms, playground areas); communicate clearly on the telephone; lift and carry fifty (50) pounds; climb a ladder to retrieve supplies; and significant standing, walking, moving, climbing, bending, crawling, reaching, kneeling, handling, pushing, and pulling.

CORE COMPETENCIES

Organizing: Can gather and organize resources to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently

Planning: Accurately assesses the length and difficulty of a project; sets objectives and goals; anticipates and adjusts for problems

Managing vision and purpose: Articulates and supports the vision of Courthouse Community UMC and CCPA; speaks to a larger sense of purpose; communicates the vision of possibility, hope and optimism; helps others to own the vision

Developing volunteers: Provides tasks and assignments for others to do; delegates appropriately; maintains open and active communication with volunteers; communicates expectations clearly; and holds people accountable

Managing conflict: Deals with problems quickly and directly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation

Interpersonal relationships: Relates well to all kinds of people, inside and outside of the congregation; builds appropriate, effective and constructive relationships; uses diplomacy and tact; is regarded as a team player

Trust and integrity: Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; acts in line with those values during good and bad times