

Cokesbury Methodist Children's Center

Job Title: Director of Cokesbury Methodist Children's Center

Reports to: Senior Pastor of Cokesbury United Methodist Church

Summary: The Director is responsible for the daily operations of the preschool program at Cokesbury United Methodist Church. The Director takes the primary role of operating the center in accordance with state licensing standards and the regulations required for any contracts with the local and state Early Learning Coalitions (ELC). The Director maintains a working relationship with the Church by meeting with the Pastor and the Board of Directors on a weekly and/or monthly basis. The Director will foster an environment centered in Christian values which nurtures the academic, emotional, social and spiritual growth of children by providing stimulating experiences in a loving, nurturing environment.

Qualifications:

- **Minimum:** Active Staff credential and Director's Credential with a VPK endorsement, A.A. in Early Childhood or related field, minimum of 5 years' experience as a Director, Assistant Director or Lead Teacher in a preschool setting, computer literate.
- **Preferred:** B.A. in Early Childhood or related field, minimum of 2 years' experience as Director or Assistant Director in a preschool setting, bookkeeping experience, training in the chosen curriculum, familiar with Pro Care Software, Publisher, Word, etc.

Duties and Responsibilities:

Administrative

- Represent and articulate the Center's mission and philosophy as set forth by the Board of Directors
- Administer, plan, oversee and evaluate instructional preschool activities which promote developmentally appropriate student learning according to established guidelines of the chosen curriculum; assure compliance with the applicable laws, codes, rules and regulations of the Department of Children and Families (DCF)
- Maintain student files and employee personnel records
- Maintain all administrative records: enrollment forms, accidents reports, medicine forms, etc. as required by DCF and the ELC
- Maintain required paperwork for contracts with the ELC and DCF, including VPK attendance records and Services Paperwork
- Maintain paperwork, and follow procedures associated with the Federal Child Care Food Program, including monthly attendance, meal counts and financial statements
- Implement monthly fire and other emergency drills
- Work with the Facilities Manager of Cokesbury United Methodist Church to maintain a safe, healthy learning environment for children, staff and parents
- Report any suspicions of Child Abuse or Neglect (by parents or staff) to DCF; also notify Senior Pastor and Board Chair
- Report to the Senior Pastor, DCF, and the ELC any incident that requires Emergency or Medical services, or causes the Center to temporarily shut down
- Maintain confidentiality within the Center Office regarding staff (personnel issues and payroll, etc.), families, or other events that might occur
- Manage all aspects of admissions, including recruitment, selection and formulation of class assignments

- Develop and nurture positive relationships with school parents, students and staff
- Identify outreach opportunities in the community
- Conduct oneself in a professional manner that is customary to the Center's reputation and expectations
- Any and all other duties assigned by the Senior Pastor and the Board of Directors

Staff

- Recruit, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Understand and assist staff members with developmentally appropriate practices according to both DCF and the chosen curriculum's policies
- Maintain open and direct communication with employees via newsletters, direct conversations, phone calls, and electronic media options
- Supervise, train and evaluate the performance of assigned staff

Parent/Student

- Develop and implement plans for the preschool in areas related to children with special needs and recruitment of students
- Conduct parent tours and provide families with up to date information on the Children's Center
- Maintain open and direct lines of communication with parents via newsletters, direct conversations, and phone calls

Pastor/Board

- Work with the Church and the Board of Directors to develop policies, procedures, rules, regulations, programs and activities designed to accomplish the Center's mission
- Assist the Bookkeeper and the Board of Directors in the development of the annual budget, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Assist the Board of Directors in the development of the Parent and Employee Handbooks

Knowledge and Abilities:

- Applicable laws, codes, rules, health and safety regulations
- Budget preparation and management
- Oral and written communication skills
- Basic communication skills including use of Word, Publisher, Excel spreadsheets, etc.
- Development of staff training and assessment
- Cultural Awareness competency

Physical and Other Requirements:

- Be able to lift at least 30 pounds
- Be able to bend, stoop or kneel to achieve children's eye level
- Be able to sit on the floor and/or child-size chairs
- Be able to use proper English and grammar with parents and staff in both verbal and written communications
- Be able to do simple math: adding, subtracting, multiplying and division – these are required for daily routines