

St. John's United Church of Christ  
Vincennes, Indiana

**Job Description**

**Job Title:**           **Preschool Director**

**Job Status:**       Full time during the academic year     **Pay Status:**       Salaried

**Benefits:**           None

**Job Summary:** The Preschool Director provides the management and supervision of preschool staff and children, prepares a Christian-based curriculum, manages the budget within the designated funds as set by the church, and assures that the Preschool meets all state requirements.

**Specific Duties:**

1. Curriculum

- Develop and implement a curriculum that follows the national, state, and local educational and childcare standards
- Include basic progressive Christian teachings and principles within the curriculum
- Regularly review curriculum and make changes as indicated to ensure high quality education for the children
- Set the school calendar and plan lessons for the academic year
- Meet with parents and guardians to discuss the progress and needs of their children
- Plan and execute educational events, field trips, open houses, preschool presentations, and other activities
- Works with the church in planning and scheduling preschool programs

2. Management

- Train, supervise, and evaluate preschool staff
- Communicate with cleaning workers, in coordination with the church Preschool Committee
- Oversee daily preschool operations
- Meet regularly with the church Preschool Committee
- Provide open and timely communication with parents to ensure that the needs of the church, children, and parents are being met.
- Cares for church property and ensures that the preschool is organized with supplies stored appropriately

### 3. Safety

- Develop and maintain safety standards, including emergency procedures
- Ensure compliance with local, state, and federal regulations, including health and safety standards
- Adheres to the church Safe Child Policy
- Maintains appropriate boundaries with children, families, and staff
- Reports any building or maintenance issues to the church in a timely manner

### 4. Budget

- Handle budgeting and financial management within the budget and in coordination with the church leadership/Church Board
- Presents a budget plan for the upcoming academic year to the Board at the June meeting

### **Qualifications:**

- Degree or certification in early childhood education or related educational field preferred
- Experience in early childhood education preferred
- Demonstrated interest and ability to work with children
- CPR and First Aid Certifications

### **Performance Requirements:**

- Mental:
  - Must have strong written and verbal communicate skills
  - Must be able to work with young children and adults
- Physical:
  - Must be able to walk and climb stairs
  - Must be able to participate in planned events and activities
- Working conditions:
  - Works in well-lighted and air-conditioned/heated facilities.
  - Leads activities in a variety of indoor and outdoor settings

**Employees Supervised:** Up to 2 preschool teaching assistants

### **Supervision:**

- Directly supervised by the Preschool Committee
- Evaluated by the Personnel Committee and Church Board with input from the Preschool Committee