

## **STONEHOUSE PRESCHOOL DIRECTOR CRITERIA**

### **POSITION REQUIREMENTS**

- Bachelor's degree or higher in Early Childhood Education (ECE), Child Development or a related field
- At least three (3) credits in ECE administration (may be completed within one year of being hired)
- Three (3) to five (5) years of classroom teaching experience
- At least one (1) year of supervisory or program administration experience
- Knowledge of NAEYC accreditation and state licensing procedures
- A desire and willingness to serve as a team member in a team ministry setting.
- Strong leadership, organization capabilities and communication skills
- Exhibit a strong command of skill and/or willingness to engage in the process to create and oversee policies, initiatives and objectives.
- Practices their Christian faith and is knowledgeable of faith community dynamics.
- Acceptable background check for criminal history is required.
- Strong knowledge of staff supervision and employee relations
- Be able to perform all fiscal responsibilities including tuition management, preschool operations and manage preschool budget

**Position includes:**

- Hours Monday through Friday 8:30am to 3pm
- Salary Range- \$42,000-\$45,000
- Benefits not provided
- 5 sick/Personal days
- 2 wks paid time off preferable during the summer
- 6 wks paid maternity leave/2 wks paid paternity leave
- 8 paid holidays as well as Spring Break and Winter Break
- Send in Cover Letter and resume to: [office.shpreschool@gmail.com](mailto:office.shpreschool@gmail.com)
- Start Date- July 1st

**Basic Duties and Responsibilities:**

- Plan, organize, direct, manage, and supervise programs for preschool-age children and facilitate positive relations among preschool staff, parents, and the Session.
- This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition.
- Must be able to work positively within a parent-participation school environment and promote an atmosphere of community and cooperation among all interested parties.

**Program Development:**

- Maintain develop or modify curriculum to meet the needs of children enrolled in the preschool and remain current with developments in the field.
- Develop long term plans to facilitate the growth of the preschool.
- In conjunction with the preschool board, define policies of admission, attendance, tuition and educational goals and establish all other necessary policies procedures or rules pertaining to the operation of the Preschool

**Staff Supervision/Employee Relations:**

- Have knowledge of developmentally appropriate curriculum, interactions and environments.
- Oversee and assist the preschool staff in administering, planning and evaluating activities and lesson plans that promote developmentally-appropriate learning.
- Train and supervise the preschool staff by holding regular meetings, help facilitate conflict resolution skills with staff if needed and assisting in the classroom when necessary.
- Plan, organize, coordinate, and promote professional development, training, and staff meetings.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development.
- Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive employee relations environment.
- Administer and distribute staff contracts, including letters of intent and renewals.
- Conduct preschool staff performance evaluations and prepare for submission to the preschool board.
- Arrange for substitute help for the preschool staff (and serve as a substitute as needed).
- Coordinate recruitment and hiring to fill preschool staff vacancies.
- With consultation of liaison minister, dismiss preschool staff, in accordance with contract requirements, as needed.

**Administration:**

- Primary responsibility for handling day-to-day administration of the preschool, including determination of all schedules, assignment of preschool staff responsibilities, and utilization of office/classroom space and resources.
- Ensure compliance with licensing requirements of the state of Virginia, and all other applicable county, state and federal laws, rules and regulations.
- Serve as the primary point of contact with all governmental and regulatory bodies in connection with the preschool.
- Plan and implement health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety.
- Manage all aspects of student admissions.
- Keep and maintain full and complete records pertaining to the administration and operation of the preschool.

**Fiscal Responsibilities:**

- Work with the church accountant to prepare an annual budget for approval by the preschool board and Session.
- Responsible for operation of the preschool pursuant to an approved budget, including collection of enrollment fees and tuition, purchase of routine equipment and supplies, and handling of routine banking transactions in accordance with established church financial policies and procedures.

**Communication and Leadership:**

- Develop a strong rapport with the preschool board, the pastors, the church staff (and church committees, as applicable) by attending planned and called meetings (as required), presenting monthly reports to the preschool board on preschool operations (to include budgetary information), and responding to requests for information in a timely manner.
- Communicate effectively with Preschool parents and staff, prospective families, and the Session in order to promote understanding and support of the preschool's ministry.
- Encourage feedback regarding preschool programs and activities.
- Oversee the annual Stonehouse Preschool Calendar, schedule school fundraisers, community-building/social events, congregational events and local town events