

TO ENGAGE IN RELATIONSHIPS WHERE CHRIST TRANSFORMS

Position Title	Ministry
Preschool Director	Family Ministry

Ministry Position Description

The Preschool Director is responsible for the organization, supervision, and management of the affairs of the Asbury Preschool. This position reports to the Lead Pastor.

Preschool Director's Responsibilities:

Director's responsibilities may include, but are not limited to, the following:

A. ADMINISTRATIVE

1. Plan and schedule administrative duties.
2. Maintain accurate record-keeping.
3. Manage classroom scheduling and use of equipment.
4. Maintain a list of local agencies able to help children with special needs.
5. Maintain a list of local pediatricians, dentists, etc.
6. Maintain school inventory records (eg, snacks, supplies).
7. Plan and implement a program for professional growth.
8. Prepare monthly reports on the state of the Preschool and share with the Board and Asbury Leadership Board.
9. Attend all meetings of the Preschool Board and its committees, unless otherwise directed.

B. LICENSING

1. Initiate and maintain a positive relationship with licensing agent/agency.
2. Maintain current licensing documentation.
3. Maintain licensing regulations and performance requirements for a Superior rating for license compliance.

C. FISCAL RESPONSIBILITIES

1. Operate the Preschool within the approved budget.
2. Prepare, in conjunction with the Board, the annual budget for approval.
3. Purchase or supervise the purchase of snacks, equipment and supplies (indoor and outdoor).
4. Manage payroll budget, petty cash, and registration budget, in conjunction with the Board.
5. Collect enrollment fees and tuition.
6. Prepare and maintain staff attendance/payroll records for the Treasurer.
7. Notify Asbury's Business Administrator of repairs and maintenance needed to facilities.

D. STAFFING & PERSONNEL

1. Recruit, interview, hire and manage Preschool staff.
2. Review and update Employee Handbook and Parent-Staff Handbook annually.
3. Maintain accurate staff files and current job descriptions for all positions.
4. Develop and maintain a substitute teacher list.
5. Plan and conduct staff orientation.
6. Complete staff reviews after first 90-days and annually thereafter.
7. Manage staff schedule and conduct monthly staff meetings.
8. Plan and implement in-service training, first aid, CPR, emergency preparedness, and other required training.

E. CHILDREN'S PROGRAM, SUPPORT & PROFESSIONAL DEVELOPMENT

1. Develop an annual calendar in coordination with the Church's master calendar.
2. Conduct monthly classroom observations and perform ratio checks.
3. Keep abreast of research and new developments in the field of early childhood development and education.
4. Remain active in professional organizations and participate in conferences and lectures when appropriate.
5. Maintain a resource library at the Preschool.
6. Plan and organize procedures for the management of the children's program.
7. Implement a developmentally appropriate curriculum.
8. Provide staff assistance as needed with lesson plan preparation and theme development.
9. Review staff preparation of daily, weekly, and long-range lesson plans.
10. Plan with staff for the evaluation of the students in relation to their school progress.
11. Develop and implement a snack program in compliance with nutrition guidelines required by license.
12. Plan and implement the schedule for visitors, activities and field trips.
13. Observe and evaluate staff and program in classrooms on a regular basis.
14. Read, implement, and ensure that Asbury's Safe Sanctuaries policy is adhered to in classrooms at all times.

F. PRESCHOOL PROMOTION, GROWTH & COMMUNITY OUTREACH

1. Welcome all visitors to the Preschool and conduct tours as needed.
2. Follow through with all prospective customers and maintain enrollment waiting lists.
3. Plan and implement registration and enroll new families.
4. Implement an orientation program for families that includes an overview of policies & procedures.
5. Remain alert to enrollment needs at all times to ensure needed capacity to meet operating budget.
6. Maintain an advertising and public relations program to promote enrollments.
7. Maintain positive parent-Preschool relationships.
8. Maintain a system of home-Preschool communication (eg, daily reports, newsletter).
9. Plan and administer a parent education and participation program.
10. Conduct meetings with parent(s)/legal guardian(s) as needed.
11. Develop and maintain community relations and partnerships.

Qualifications:

- Superior verbal, written, and interpersonal communications skills and exemplary grammar and spelling.
- Strong computer skills, including proficiency in MS Office applications. Knowledge of Quickbooks a plus.
- Proven knowledge and ability to use social media tools for business, like Facebook.
- Strong attention to detail and extremely strong organizational skills.
- Pride in being punctual, dependable, and trustworthy.
- Sound, ethical judgment and confidentiality in a range of situations.
- Ability to take both initiative and direction and to work enthusiastically with others as part of a team effort.
- Eagerness to learn and an inherent interest in working with children and adults.
- Resourceful and cost-conscious.
- Demonstrate his/her Christian faith in philosophy and actions. An active member of Asbury Church, a plus.

Education/Experience:

- Minimum qualifications include current teaching credentials in Early Child or Elementary Education, or a degree in Early Childhood Administration with at least two years of experience as a preschool teacher.
- Experience in nonprofit organizations a plus.

Hours: This is a full-time, salaried position with a minimum of 30 hours per week.

Compensation: Salary commensurate with experience and education. Eligible for benefits.

To apply: Please complete the [employee application](#) and return it along with your resume and cover letter to Paula Jones, Business Administrator. You may email it to paula@asburyraleigh.org or mail to the address above.