

Weekday Preschool Director

Part-Time Position | Not Exempt

Purpose of Position:

To undergird and support the church's core commitments by leading in the fulfillment of the mission statement and philosophy of Fruit Cove Baptist Weekday Preschool: *The purpose of the weekday preschool program is to support the home and extend the ministry of Fruit Cove Baptist Church by providing biblically based, age-appropriate education for preschoolers. It is the mission of this preschool to share God's love and purpose with both the children and their families.*

Assigned Person: _____

Effective Date: _____

Reports to: Pastor of Families

Relates Closely with:

Weekday Preschool Assistant Director, Weekday Preschool Staff, Director of Preschool Ministries, Family Ministries Team, Pastor of Administration, and administrative staff.

Responsible for:

- **Staff Leadership:** Help the church improve its capacity to develop leaders and expand the ministry of the church. Hire and maintain a staff that adheres to the mission and philosophy of Fruit Cove Baptist Weekday Preschool.
- **Ministry Leadership:** Direct the weekday program with a ministerial approach and support the overall mission and ministry of FCBC as a member of the Ministry Leadership Team of the church.
- **Stewardship:** Exercise stewardship of the financial, physical, and personal resources entrusted to the church.
- **Professional Compliance:** Understand and maintain the program to meet or exceed:
 - National Accreditation Standards;
 - the Department of Children and Families Standards;
 - and the VPK standards put out by the Department of Education.

Specific Responsibilities:

- Helps provide and maintain an environment in which the children grow morally, spiritually, physically, emotionally, mentally, and socially.
- Oversees the day-to-day operations of the weekday preschool.
- Oversees the school calendar and events.
- Responsible for hiring and contracting weekday staff in collaboration with the Pastor of Administration's office.
- Maintains open communication with team leaders and all staff.
- Oversees that the program exceeds the standards of all accrediting bodies.
- Creates and maintains an annual budget.
- Oversees comparable tuition pricing and collections.
- Purchase and requisitions of preschool materials.
- Daily checks of indoor and outdoor environments.
- Oversees lesson plans collected from team leads.
- Oversees registrations from year to year of existing and new students.
- Meets with teachers and families to implement plans for preschoolers, as necessary.

- Oversees coaching for teachers and parents as necessary for continuity of care of the child at home and school.
- Conduct staff meetings with the Core Commitments of Fruit Cove Baptist Church in mind.
- Attends in-service trainings, workshops, conferences, and other training opportunities to enhance professional growth, based on center, DCF, and national accreditation policies.
- Attends all special events, parent and staff meetings, and team-teaching meetings.
- Establishes and maintains good communication with parents.
- Greets or acknowledges parents and children visiting the center for possible future enrollment.
- Reports any cases of suspected child abuse or neglect.
- Recognize and record significant individual and group behavior.
- Maintains a commitment to professionalism.

Additional Requirements:

- Affirmation of the Baptist Faith and Message 2000.
- A commitment and obedience to biblical Christian principles and teachings both professionally and personally.
- Must be a member of FCBC or pursue church membership within 90 days of employment.
- A current DCF Director's Credential with a VPK endorsement.
- A degree in Early Childhood Education (preferred).
- Must have a current CPR (Infant, Child, and Adult) and First Aid Certification.
- Must meet requirements for a current Level II Background Clearance.
- 2+ years of experience in directing a faith-based weekday program (preferred).
- Ability to listen effectively and to communicate clearly, both orally and in written forms.
- Quality collaborative skills and a desire to serve in a team setting.
- Has evidence of emotional maturity and stability in working relationships as evidenced through a Christ-like attitude—Must maintain staff harmony.
- Exceptional administrative, decision-making, and interpersonal skills.
- Ability to work well under pressure and possess sufficient competencies to handle crisis situations.
- Must pass appropriate background, education, and credit checks.

Revision date: September 2024 Approved