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| **Job title** | Preschool Director | | | |
| **Reports to** | Children’s Pastor | | | |
| **◼ Full-time**  **🞏 Part-time** | | **◼ Salary**  **🞏 Hourly** | **Date Approved:**  2/11/21 | **Last Reviewed:**  2/22/21 |

**Job purpose**

The Preschool Director provides leadership, direction and supervision over the HHBC Child Development Center and the children from birth through Kindergarten as part of the Children’s Ministry of Hyland Heights Baptist Church under the direction of the Children’s Pastor. This position requires administrative, educational, organizational and communication skills.

**Duties and responsibilities**

* Administration
* Coordinate with the Children’s Pastor an ongoing ministry to preschool children that

conforms to the philosophy and methodology of HHBC and the Children’s Ministry.

* Give direction to and oversee daily operations of the HHBC CDC.
* Prepare and maintain records for CDC staff, children and current families.
* Maintain CDC Handbook.
* Responsible for the training and integration of safety and security policies including the use of regular checks and drills.
* Coordinate with Church Administrator the upkeep of insurance and legal responsibilities.
* Complete state religious exempt license due in September each year.
* Oversee the upkeep of playground regarding fencing, safety, mulch and more.
* Educational
* Prepare, implement and evaluate the biblical instruction, activities, games, crafts, music and snacks for all CDC, and HHBC Nursery and Preschool programs, activities and events.
* Collaborate with teachers on lesson plans, crafts, classroom environment, and activities.
* Provide orientation and tours to parents of new CDC students.
* Oversee the evaluation of CDC student’s progress, abilities and needs.
* Maintain a referral system for children with special needs.
* Maintain substitute contact list and arrange for a substitute when a teacher is out.
* Oversee the decoration and preparation of rooms, hallways and spaces for all CDC and HHBC Preschool programs, activities and events.
* Management
* Oversee CDC financial obligations including but not limited to: budget, purchases, payroll, tuition, billing, bank statements and petty cash.
* Interview and orient CDC staff members.
* Conduct regularly scheduled CDC staff meetings, training and development including but not limited to MAT, CPR and First Aid.
* Conduct CDC staff evaluations.
* Prepare annual employment contracts for all CDC staff members.
* Coordinate, with CDC lead teachers, annual and as-needed parent conferences.
* Recruit, train and develop volunteers for all HHBC Nursery and Preschool programs, activities and events including but not limited to Sunday morning, Wednesday night, Special Needs, Summer Programs and VBS.
* Ensure that all CDC staff, Nursery and Preschool volunteers are adhering to the HHBC Safety and Security policies including but not limited to applications, interviews and background checks.
* Oversee the purchase, stocking, sanitation and storage of all Nursery and Preschool

resources.

* Communication
* Communicate with CDC staff regarding meetings, guidelines, state standards, and event information.
* Communicate with CDC parents regarding HHBC activities and programs for children.
* Communicate with Nursery and Preschool volunteers regarding expectations, schedules and

special information for programs, activities and events.

* Communicate with HHBC parents of preschoolers regarding activities, expectations, policies

and procedures.

* Communicate with the Facilities Manager regarding cleaning, maintenance and repairs.
* Communicate with Production Director to maintain website with updated information on CDC events, openings, closings, registration, etc.
* Participate in regular Children’s Ministry and HHBC staff meetings and other meetings specific to the programs, activities and events of the CDC, Children’s Ministry and HHBC.
* Assist with other responsibilities, as the Children’s Pastor deems necessary.
* Required to be present during church and ministry services, programs, activities and events.
* The Preschool Director is a member of the Children’s Ministry Staff, working alongside and in conjunction with the rest of the Children’s Ministry Staff, interns and volunteers and reports directly to the Children’s Pastor.

**Qualifications**

* Must be in agreement with the HHBC Constitution and By-Laws and sign the Church Membership Covenant.
* Must demonstrate the Staff Values of HHBC.
* Must bear witness to a clear testimony of salvation and biblical baptism.
* Must be committed to a growing relationship with Jesus Christ as Lord and Savior, actively engaged in spiritual growth and discipleship with clear evidence of the Spirit in their life.
* Must be organized, able to prioritize and meet deadlines.
* Must be able to work and lead efficiently and effectively in team situations as well as independently and demonstrate good written and verbal communication skills.
* Should be creative and energetic, hardworking, have a passion and heartfelt concern for children and their families, and possess the ability to motivate others.
* Infant and Child CPR and First Aid Certifications required.
* Bachelor’s degree in Elementary Education preferred.
* VA State Teaching License with appropriate endorsements preferred.
* Minimum of five years of paid experience in a related field is required.

**Working conditions**

Working with young children and special needs children will require patience and tact when resolving issues and could become stressful when unable to do so. The position will function primarily indoors but will be outside from time to time. Will need to respond to and communicate with staff and parents after hours.

**Physical requirements**

Must have a staff health report filled out by a doctor, be able to work with children, pick up children, and be mobile enough to assist teachers and children throughout the day. The position requires walking, bending, lifting and various ranges of movement.

**Direct reports**

Preschool Assistant

CDC Administrative Assistant

CDC Lead Teachers

CDC Assistant Teachers

**Confidentiality and Discretion**

The Preschool Director must maintain the confidentiality of personal church member information, as appropriate, which should only be discussed with pastors and church staff who need to know. Tact and discretion must be used in all dealings with church members and clients from the surrounding community to maintain a positive image of Hyland Heights Baptist Church and to represent our Lord and Savior Jesus Christ well.

I, ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby accept the position of Preschool Director at Hyland Heights Baptist Church. I have read and agreed to each of the points and expectations set forth for me above and will perform all of the required tasks to the best of my ability as I serve this church and the Lord.

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Candidate Date

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Executive Pastor Date