

# Valley Community Presbyterian Church

## Position Description

**Title:** Preschool Director

**Reports To:** Senior Pastor

**Effective:** July 2019

### **Position Description and Responsibilities:**

The Preschool Director administers and instructs children in a developmentally appropriate, positive, and child centered preschool program. This is a play-based program inspired by the Reggio Emilia early learning model. The core purpose of the preschool is to embrace childhood in partnership with families and God. The program teaches God's love, the importance of Jesus in children's lives and prepares them to enter the next year of preschool or kindergarten.

The Preschool Director manages the Valley Christian Preschool. The Director is responsible for the school finances, student enrollment, personnel administration, instruction, marketing, communications, classroom safety and establishing the annual calendar of events.

This position reports administratively to the Pastor and to the Personnel Committee on matters of finance, salary administration, and performance evaluations of the Preschool staff. The Director has the authority to approve Preschool operating expenditures according to the approved annual budget. The Preschool and its Director are supported by the Preschool Board on matters including policy, recruiting, and finance.

### **Principle Duties:**

Manage Preschool Finances:

- Establishes the annual operating budget, including setting tuition rates, in conjunction with the Personnel Committee and Preschool Board
- Manages Preschool within the approved operating budget
- Prepares Preschool financial reports in conjunction with the Church Treasurer
- Responsible for payroll administration in conjunction with the Church Financial Assistant
- Responsible for managing and collecting monthly tuition

Manage Student Enrollment:

- Establishes procedures for student enrollment, registration and acknowledgements
- Establishes class sizes and staffing requirements in accordance with state and federal government regulations
- Manages and maintains the school's registration database (ProCare)

Personnel Administration:

- Maintains presence during most hours of school operation, notifies designated Assistant Director when off premises
- Establishes job descriptions for the Preschool Staff in conjunction with the Personnel Committee
- Works with the Personnel Committee on staffing requirements, hiring and other personnel needs and issues
- Holds regular staff meetings and planning sessions with the Preschool Staff and the Preschool Board, attend weekly church staff meetings
- Establishes objectives for (with) the Preschool Staff
- Conducts annual performance reviews for the Preschool Staff and makes salary recommendations to Personnel Committee

- Establishes certification and training requirements for the Preschool Staff, and provides for the necessary training

Instruction:

- Establishes curriculum aligned with the VCP Core Purpose Statement, in conjunction with lead teachers and Preschool Board
- Substitutes in classrooms when needed

Marketing and Communication

- Prepares advertisements, brochures and other material related to marketing the Preschool program
- Develops and maintains parent, church and other Preschool communication
- Introduces new and potential parents to the Preschool program through meetings and tours of the church facility

Annual Calendar of Events

- Establishes and maintains an annual calendar of events
- Schedules and leads monthly Preschool staff meetings and board meetings

Facilities Administration

- Ensures that facilities used by the Preschool, including the classrooms, gym, and outdoor playground, are properly maintained; includes coordination with the Building Custodian and church Facilities Committee as necessary

Health and Safety:

- Establishes procedures for classroom healthy and safety, medical emergencies, and classroom evacuation in accordance with Oregon state regulations
- Establishes procedures for dealing with adverse weather conditions
- Keeps appropriate health and safety records
- Keeps medical and developmental records for students in accordance with school policy and state law.

**Required Education/Certification/Skills:**

- A degree in early childhood education or 5 years equivalent experience
- Attain a Step 9 or above in the Oregon Registry
- Previous experience in a position with similar responsibilities
- At least one year of training or experience in management of adults
- Demonstrated skills working in a team environment and resolving conflicts
- Good written and oral communication skills
- Good organization skills
- Working knowledge of budgets and financial management
- Willingness to continue taking training classes to enhance job performance

**Required Certification within the first 60 days:**

- CPR and First Aid certification
- Food Handler's Certification
- Enrollment in Oregon Criminal History Registry (first 30 days of employment)
- FBI fingerprinting (first 30 days of employment)
- Certificate of completion of Recognizing and *Reporting Child Abuse and Neglect Class*

**Responsibility for Funds, Equipment, Supplies:**

- Prepares purchase requisitions and orders supplies, training material and other items
- Manages expenditures according to the approved Preschool budget

**Equipment/Machines Necessary to Perform this Job:**

- PC/desktop computers and associated software such as Microsoft Office, Publisher, Word, Excel, Access, Facebook, PowerPoint, and Google Doc's
- Registration database (ProCare)
- General office equipment
- Church-specific software

**Work Environment Considerations:**

- General office and classroom environment
- Flexibility to work as needed to meet classroom schedules and preschool deadlines
- Ability to lift up to 40 pounds to lift children and handle supplies
- Ability to travel to classes and other preschool related meetings and activities

**Salary Range:**

\$25,000 to \$35,000

Please send cover letter & resume to:  
Rev. Jeff Binder, Head of Staff  
[jeff@valleycommunity.org](mailto:jeff@valleycommunity.org)  
503.292.3537