

JOB DESCRIPTION – PRESCHOOL DIRECTOR

VIENNA PRESBYTERIAN CHURCH

Administrative

POSITION TITLE: Preschool Director

CLASSIFICATION: Full-time, Exempt, Salary

REPORTS TO: Associate Pastor for Outreach

DIRECT REPORTS: Preschool Finance Manager; Preschool Teachers, Assistant Teachers, & Substitutes

Summary of the Position

The primary goal of this position is to lead, administer and develop the ongoing ministry of the Vienna Presbyterian Church Preschool. This person would serve as the primary catalyst for visioning of the development of the preschool in the years ahead, and seek to discern the needs of the larger community in alignment with the mission of Vienna Presbyterian Church.

Major tasks, duties and responsibilities; essential functions

Strategic Leadership

- Define a new vision and mission for the preschool in partnership with the preschool committee by assessing the needs of the community and ways to serve as Christian early childhood educators.
- Develop long-term strategic plan aligned with the vision.
- Establish annual goals, track progress, and make adjustments as necessary.

Preschool Personnel Management

- Regularly review job descriptions, conduct staff evaluations, and assess compensation for preschool staff in order to make a recommendation to the Preschool Committee.
- Hire staff, as needed, and as funds permit.
- Plan and lead staff meetings and professional development opportunities to ensure a strong teaching team is developed and maintained.
- Maintain personnel records.
- Approve staff leave requests and arrange for substitute teachers, when needed.
- Manage staff background, safety certifications.

- Prepare and revise VPCP staff manual
- Develop an annual budget in collaboration with the Preschool Finance Manager.
- Work collaboratively with the Preschool Committee Chair to establish the agenda for Preschool Committee Meetings.

Registration and Enrollment

- Conduct school tours.
- Market school to maintain full enrollment.
- Make class placements.
- Bring financial aid requests to the Preschool Committee for consideration.

Curriculum & Assessment

- Select and assure that all curriculum is play-based, developmentally appropriate, and builds a strong foundation for Christian faith.
- Oversee student observation and assessment.
- Work collaboratively with VPC's Director of Children's Ministry to provide regular chapel.
- Schedule specials and other enrichments.

Classroom Support

- Coordinate Child Find and maintain forms and records.
- Support teachers and parents on any issues that arise in the classroom, including issues of developmental delays, inclusion, discipline, and safety.
- Manage the ordering of supplies.

Health & Safety

- Ensure that all measures have been taken to promote safe learning environments: maintaining safe classrooms, equipment, emergency bags, playgrounds, and preschool staff areas.
- Work with the VPC maintenance staff to assure safety and upkeep of the building.
- Work with CDC guidelines, VDH/FCDH on any public health issues that affect early childhood education and notify parents and staff of changing guidance.

- Oversee incident/injury reporting to parents and to VPC or DOE as needed, including mandatory Child Protective Services reporting.
- Conduct monthly fire drills.

General Planning & Community Support

- Create and manage the preschool calendar.
- Work collaboratively with the VPC staff to plan and book space for special preschool events.
- Update parent handbook as needed.
- Conduct annual parent survey and evaluate need for suggested changes with preschool staff and committee.
- Actively participate in all Preschool Committee meetings.

Licensing

- Prepare and submit VDOE religious exemption renewal and follow up onsite inspection.
- Schedule health department, fire inspection
- Monitor and apply new licensing requirements as necessary.

Work Interdepartmentally

- Work collaboratively with other VPC staff members to actively involve the preschool students and families in the ministry of the larger church.
- Regularly participate in VPC staff meetings.

Qualifications

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- A contagious and authentic joy for the work of God at VPC and in the world, particularly as it relates to preschool children.
- Willing to affirm and be guided by the mission and values of VPC.
- Bachelor's degree in Early Childhood, Elementary, or Special Education.
- Excellent interpersonal, written and verbal communication skills.

- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- The ability to work collaboratively with a large paid and volunteer staff.
- Basic computer proficiency (Word, Excel, etc.)
- Early childhood teaching experience required. Supervisory experience preferred.
- Vienna Presbyterian Church membership preferred.

WORKING CONDITIONS

The working conditions of the Preschool Director are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Approved by Preschool Committee – 11/22