

# Preschool Director

The Worthington Presbyterian Preschool was the first preschool established in Worthington, Ohio. With a rich history and a strong reputation, this ministry of Worthington Presbyterian Church continues to flourish. Our Director is retiring this summer. A successful candidate for this position will meet state licensing requirements for directors, have experience teaching early childhood education, and have experience in a leadership role—preferably in early childhood education.

**PURPOSE:** *To administer the program of Worthington Presbyterian Preschool in accordance with the philosophy and policies set by the Session (Board of Elders) of Worthington Presbyterian Church. Maintain a Christian and loving environment for all children and families.*

## **CORE RESPONSIBILITIES/DUTIES:**

### **Supervises and manages a preschool staff and program:**

- Maintain staff records and employee files to state licensing requirements.
- Provide professional growth opportunities for staff and in-service trainings as required by state licensing.
- Supervise and annually evaluate preschool staff, terminating and hiring when necessary.
- Determine number of classes, age group classifications, teaching teams, class assignments, etc.
- Observe classes, teachers and children for progress and problems.
- Recruits and maintains a roster of qualified substitute teachers.

### **Create and maintain a budget that is fiscally sound and responsible for the preschool (including establishing tuition rates and salaries).**

- Maintain financial records.
- Follow Worthington Presbyterian Church (WPC) finance office protocols
- Develop and implement annual fundraisers as needed to help meet expenses of preschool.
- Collect tuition and fees.
- Provide monthly payroll information to WPC accounting.

### **Market the school program to families and the community in a variety of ways.**

- Conduct preschool tours for prospective families and register and enroll preschool children.
- Plan and conduct parent orientation prior to opening of school; update and prepare Parent Handbook as outlined by ODJFS.

### **Ensure that the preschool is in compliance with Federal and ODJFS Rules and Regulations:**

- Maintain accredited licensing status of the preschool program.
- Oversee the completeness and accuracy of all children's files according to state licensing requirements.
- Meet state licensing training requirements for First Aid, Communicable Disease, Child Abuse Recognition and Prevention, and Infant/Child CPR.
- Maintain the Emergency Preparedness Handbook and follow all state licensed drills.
- Maintain exemplary status for yearly licensing and fire marshal visits.

- If not previously taken, complete the Administrator Rules Review course provided by the Ohio department of Job and Family Services within 6 months of appointment and every five years thereafter.

**Ensure effective communication and cooperation between Worthington Presbyterian Preschool (WPPS) and WPC:**

- Foster the spiritual aspects of the program for children and families and staff
- Prepare school calendar for staff and WPPS families and schedule dates and room reservations with church secretary.
- Hold monthly staff meetings and WPPS Committee meetings.
- Maintain informative and positive communication with parents via a monthly newsletter, emails, texts, phone calls and one on one conversations. Be available to parents for conferences.

**CORE VALUES**

**Mission Support:**

- Provide opportunities for the preschool and WPC to work together (missions, Children's Moments, etc.).
- Participate in WPC bi-weekly staff meetings.
- Oversee the process for granting scholarships with the Pastor for Discipleship.

**Stewardship:**

- Purchase classroom supplies and resources.
- Purchase classroom and office equipment.
- Maintain a fiscally sound and responsible budget.

**Relationships:**

- Keep WPPS families informed of WPC activities.
- Keep WPC informed about WPPS activities.
- Nurture the relationship between WPC and WPPS.

**Service:**

- Keep abreast of current trends and research in the early childhood field—providing strong education for children and support for parents.
- Retain a list of child resources in the community for parents
- Maintain a relationship with area schools
- Foster enrichment experiences for students.

**QUALIFICATIONS**

- Meet state licensing requirement for directors.
- A Bachelor's degree in Elementary Education, Early childhood Education or child Development preferred.
- Experience in teaching early childhood education.
- Experience in a leadership role, preferably in early childhood education.
- Business skills and experience.
- Knowledgeable and skilled on the computer.
- Organized.
- Appropriate personal skills and ability to interact well with teachers, parents and church personnel.

**NOTE:** All employees must adhere to the *Standards of Ethical Conduct for Employees of the PC(USA)*.

**TERMS:**

Start Date: Our goal is to have our new director by July 1, 2021

FLSA Status: Exempt

WPC Classification: Professional, Full Time/ 40 hrs/week

Salary: Commensurate with experience

**Please send a cover letter, resume, and 2-3 professional references to: Dr. Tom**

**Rice, [trice@worthingtonpresbyterian.com](mailto:trice@worthingtonpresbyterian.com) or mail to:**

**Worthington Presbyterian Church, 773 High St. Worthington, OH 43085 (Attn: Dr. Tom Rice)**

Job Type: Full-time

COVID-19 considerations:

All employees are required to wear a mask and remain in compliance with the CDC and Ohio Department of Health guidelines.