

Position: Executive Director of West End UMC Preschool

Principal Function for this Position:

The Executive Director is responsible for the management, administration and growth of the West End UMC Preschool to ensure an environment that allows children, their families, and the staff to develop to their full potential. The Executive Director is accountable for program operation that exceeds National Association for the Education of Young Children (NAEYC) criteria.

Reports to: Direct Supervisor-Pastor of Children and Families. Also reports to West End UMC Preschool Executive Committee

Direct Reports: Preschool Program Director; Preschool teachers

Regular Duties:

To administer and monitor the operation of the Preschool in keeping with the school's mission, philosophy, and policy. To work with the Program Director to develop and maintain a high quality early childhood program in the Day School and Play School. Specific duties include:

- Assure all licensing and accreditation standards are achieved and maintained throughout the Preschool. Identify, plan for, communicate, monitor and evaluate actions to comply with existing and new regulations, standards and accreditation. Serve as the liaison to regulatory agencies and oversee the development of corrective action plans to address any identified issues;
- Work with the Weekday Preschool Ministries Committee to ensure quality of programs;
- Responsible for the employment and dismissal of teachers in coordination with the Program Director and in consultation with the Weekday Preschool Ministries Committee. Advise and support the Program Director in all instances of progressive counseling, disciplinary action, and if necessary, separation in accordance with EEOC, federate, state, local and preschool guidelines;
- Assure a clean, safe, child-ready center at all times and work with the WEUMC Property Manager to oversee facility maintenance;
- Develop strategy and lead marketing efforts during key enrollment periods. Maintain ongoing marketing efforts during remainder of year to sustain enrollment;
- Collaborate with Weekday Preschool Ministries Committee, Program Director, and teaching staff to set and evaluate annual goals;
- Maintain all records pertinent to staff and children (see WEUMC Personnel Policies & Procedures regarding personnel records);
- Develop annual budget for Day School and Play School in cooperation with the Finance Sub-committee;
- Guide and facilitate the review and final approval of both program budgets utilizing the committee channels of both the school and church;
- Maintain financial records, collect fees, authorize payment of payroll and accounts payable;

- Assume primary responsibility for necessary fundraising activities such as Family Fellowship Festival;
- Develop and maintain relationship with church leadership through regular attendance at staff meetings and interactions with church leaders and members. Collaborate and communicate with the Pastor of Children and Families regarding programming, use of space, etc;
- Communicate effectively with families and church members regarding the Preschool program through various means including newsletters, bulletin boards and the webpage;
- Meet with prospective families and plan placement of newly enrolled children in the classroom;
- Develop relationships with local private elementary schools to ensure the Preschool is recognized as an excellent program for preparing students for success in kindergarten and beyond;
- Facilitate the application process for families' students applying to enrichment programs such as Encore and private kindergarten programs;
- Assume primary responsibility for interfacing with WEUMC Food Services.

Meetings

Weekly

- WEUMC Staff
- Peer Group

Monthly

- WEUMC Preschool Executive Committee
- Children's Council – Ex-officio member
- Ministry Table

Job Specification:

- Education Required: Bachelor's Degree in related field. Master's Degree preferred. Course work in business administration is preferred.
- Experience Required: Expertise in both early childhood education/child development and administration/management. Minimum of three years teaching in early childhood education setting. Three to five years of experience in a progressive administrative leadership role.
- Abilities Required: Abilities to make independent decisions and apply established procedures to individual and specific situations pertaining to children, parents, committees or staff in a non-biased manner. Must have effective communication and interpersonal skills and be conscientious and able to efficiently handle multiple tasks. Must have organizational and computer skills. Must be able to maintain a poised, professional demeanor.

Continuing Education Required or Expected

- Complete a minimum of 20 hours of professional development and training per year. At least 6 hours shall be in administration, management or supervisory training. Up to four hours may be earned conducting training.

Working Conditions:

- Must be able to meet DHS requirements with a medical statement indicating that your general physical and mental condition permits you to direct and actively participate in activities with children, parents and staff. Additionally, must comply with a tuberculosis test.

Work is done in a well-lit, heated and/or air-conditioned indoor office setting with adequate ventilation.

Light physical activity normally performing non-strenuous daily activities of an administrative nature, using close vision with moderate noise. Continuous work on computer to carry out daily tasks.

Must be able to coordinate work, constantly move about, able to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms (occasionally overhead), stoop, kneel, talk to and hear staff and parent requests, and also occasionally lift or carry or otherwise move and position objects weighing up to 40 pounds. Must be able to respond quickly, moving and guiding children to safety in the event of an emergency.

STATUS/HOURS: Exempt/Monday through Friday with occasional weekend and night time responsibilities.

Employee's Acknowledgment

Date