



3966 Old Bridge Road • Woodbridge, Virginia 22192

www.oldbridgechurch.org

March 13, 2023

PRESCHOOL DIRECTOR

ADMINISTRATIVE:

Established Position

Salary range: \$35k-\$40k annually

Reports to Church Executive Director

STATEMENT OF PURPOSE

Old Bridge Church (OBUMC) is a dedicated community of 200-300 active members that aim to be continually *transformed by the love of Christ* by *serving Christ, loving neighbors, inviting people, and building community*. OBUMC is a congregation that includes dynamic pastoral leadership, is a leader in mission and outreach ministries, has strong Adult small groups, is highly active in spiritual formation groups and much more. We are looking for candidates who have passion and vision for early childhood development in a church environment and have skills, experience, and drive to turn that vision into a reality.

POSITION DESCRIPTION

Old Bridge Church and Preschool are seeking a Full Time Director of Old Bridge Preschool which is a ministry of the church and maintains a child-centered program, open to all children between the ages of two and five years old, and proudly serves special needs children and families in the early stages of childhood development. The Preschool Director will be responsible for continuing to provide a whole-child curriculum that meets the physical, intellectual, social, and emotional needs of each child in a developmentally appropriate way. The Director will establish positive, effective communications and supportive ties with staff, Prince William County Schools, students and families.

QUALIFICATIONS AND REQUIREMENTS

- ☐ Must have managerial and supervisory experience.
- ☐ Bachelor's degree in Education or a related field OR at least seven (7) years early childhood education experience which includes a minimum of two (2) years supervisory experience in a similar early childhood setting.
- ☐ Experience with preschool age children, and special needs children.
- ☐ Professional education qualifications and certifications a plus.
- ☐ Maintain state licensing requirements
- ☐ Pass background screening requirements according to state, federal, and organization policies and guidelines.

NECESSARY RESPONSIBILITIES, CHARACTERISTICS AND EXPERIENCE

- ☐ Create a warm and welcoming preschool environment that is based on positive reinforcement.
- ☐ Create and implement all policies and procedures related to curricula, hiring, and evaluation of teachers, assistants, and students.
- ☐ Complete state licensing requirements yearly.
- ☐ Supervise and evaluate staff members.
- ☐ Create and implement the annual fiscal budget of the preschool with financial assistant/bookkeeper.
- ☐ Create communication tools for all students' families and staff.

- ☐ Manage all action plans for children with special needs.
- ☐ Confer and liaise with Prince William County's Child Find Office.
- ☐ Observe and collect data for children with special needs.
- ☐ Observe and confer with staff on classroom setup, management, and behaviors.
- ☐ Advocate on behalf of the education needs of preschool children and children with special needs.
- ☐ Participate in staff development including yearly VAECE conferences.
- ☐ Coordinate with church committees as needed.
- ☐ Attend church staff meetings.
- ☐ Lead staff meetings of preschool personnel, age-level meetings, and individual action plan meetings.
- ☐ Attend IEP meetings as needed.

Applicants should send resume and cover letter to jobs@oldbridgechurch.org