

**Bethlehem United Methodist Church**  
**Job Description**

**Position Title:** Preschool Director

**Description:**

The Preschool Director is responsible for oversight of the Preschool including application of best early childhood practices, networking within the church and community, recruitment of and communication with families, interfacing with the church, supervision of teachers, and business management.

**Qualifications:**

The Preschool director must have an Associates or Bachelor's Degree in Early Childhood Education, Elementary Education, Child Development or relevant related coursework. Experience working with young children is required.

**Scope of Work**

- Serve as a member of the Preschool Board and submit monthly financial, enrollment, and progress reports. Communicate regularly with Preschool Board Director to discuss changes and needs.
- Develop a community outreach plan that will include inviting special resource speakers to the classroom, using social media, making personal contacts, giving presentations, and fund raising.
- Manage enrollment including recruitment of new students, registration, scholarship assignment, orientation, marketing & public relations, and parent communication.
- Provide orientation to families including a parent booklet; updated annually.
- Follow procedures to maintain "religions exemption" status.
- Serve on committees to recruit and interview teachers as necessary.
- Oversee the Preschool program to assure best early childhood practices.
- Plan and implement at least two sessions per year of professional staff development including CPR/First Aid Certification.
- Observe intermittently in the Preschool program to assure best early childhood practices.
- Complete annual performance reviews with each teacher.
- Manage professional scheduling of teachers, timecard submissions, and substitute teacher scheduling throughout the school year.
- Manage business aspects of the preschool including purchasing, reimbursements, tuition collection, and delinquent accounts. Coordinate with the church treasurer to develop monthly financial reports to submit to the Board. Submit vouchers for reimbursements to the board chairman.
- Coordinate scheduling of special events and space usage with the church office.

Updated Feb-2025

Applicants should submit their letter of interest, resumes, and three professional references, to Jackie McKeown (crossquilt\_girl@yahoo.com) until March 31<sup>st</sup> or until a suitable candidate is identified.