

**St. John's United Methodist Church  
5312 Backlick Road  
Springfield, Virginia**

**Director  
Center for Early Childhood Education (CECE)**

**Position Description:** Supervises plans, coordinates curriculum and enrollment, and oversees all aspects of the various preschool and before-and-after school programs at St. John's UMC.

**Supervisor:** Pastor

**Hours/Calendar:** No less than 30 hours weekly mid-August through mid-June with supervisory hours for the summer program.

**Benefits:** Workman's compensation, vacation, and sick leave.

**Accountability:**

The CECE Director is accountable to the Pastor in coordination with the Pastor-Staff-Parish Relations Committee (PSPRC) and the CECE School Board.

**Required Qualifications:** Prefer a degree or degrees in Early Childhood Education, but comparable work experience or training acceptable. Demonstrate the experience and ability to plan, coordinate, and implement the vision and diversity of a Christian-based preschool, before-and-after school programs, and summer enrichment program. Director must effectively manage the CECE personnel and facility, encompassing oversight of registration and enrollment, as well as development and enhancement initiatives. Work with St. John's UMC staff and leaders as required for CECE operations.

**CECE Administration:**

- Manage the daily operation of the CECE programs.
- Create, oversee, and implement the CECE budget, including presenting salary recommendations to the CECE School Board.
- Attend and provide reports at meetings of the church staff, Administrative Council and CECE School Board, when requested.
- Maintain policies and procedures for effective/efficient operations.
- Advertise and promote CECE registration to increase enrollment.

**CECE Operations:**

- Serve as the liaison among church, staff, and preschool families.
- Supervise registration and enrollment.
- Manage program data including class lists.

- Work, as applicable, with St. John's UMC Administrative Council, CECE School Board and staff regarding the assessment of and action to fill preschool needs.
- Oversee curriculum, including the review of preschool teachers' lesson plans and before-and-after school programs.
- Observe and evaluate staff and student performances, behavior, social development, physical and emotional health, and safety.
- Schedule and conduct monthly team and staff meetings.
- Ensure that the extended-care staff opens and re-secures the church.

### **CECE Development:**

- Remain current on issues and trends to enhance early childhood education.
- Encourage and provide opportunities for team building and staff collaboration.
- Provide a vision for CECE development, growth, and improvements.

### **Personnel:**

- Oversee the daily conduct of the CECE programs.
- Maintain a visible presence in the CECE community: staff, students, and families.
- Supervise daily staff activities, including coordinating staff schedules and placement, visit classrooms, schedule and lead staff meetings.
- Evaluate and document teacher's performance; discuss results. *Note: new teachers will be evaluated twice during their first year.*
- In coordination with the Pastor, suspend and or/dismiss preschool employees/students as necessary to preclude harm to the CECE program and St. John's UMC.
- Prepare Letters of Intent for CECE staff.
- Prepare CECE contracts.
- Supervise implementation of licensing and safety procedures so as to conform to applicable Federal, Virginia, Fairfax and/or UMC requirements.
- Supervise implementation of CECE programs.
- Manage arrangements for CECE-sponsored field trips ensuring all required training and safety requirements are satisfied.
- Review and ensure that staff records are maintained.
- Provide for and engage in on-going professional self and staff development, relying on both in-house and external sources.
- Recommend CECE staff and duty responsibilities that enhance program initiatives.
- Recruit, supervise and evaluate staff.

- Supervise/oversee CECE office staff responsibilities including but not limited to:
  - Program supplies management/acquisition/usage
  - Student records
  - Tuition payments
  - Payroll
  - Expenditures and Receivables
  - Scholastic Book programs
  - School Pictures
- Maintain and enhance the CECE facilities in accordance with the CECE School Board and guidance from the Administrative Council.
- Report all necessary maintenance issues.
- Request required support from St. John's UMC leadership.

**Budget Responsibilities:**

- Develop the CECE budget in coordination with CECE Administrative Assistant, for review by the Finance Committee and subsequent approval by the Administrative Council.
- Manage the approved budget.