



Position Description

Position Title: Director, Wesley United Methodist Church Preschool

Hours Per Week: Year-round weekly average approximately 30 hours per week

Compensation: Salary and individual benefits commensurate with experience, education, and this position overview

Reporting Relationship: Reports to the church Pastor and the Preschool Advisory Board

Administrative:

- Manages the daily operations of the school; prioritizes safety protocol implementation ● Ensures compliance with all licensing and regulatory requirements; coordinates on an on-going basis with regulatory and review agencies
- Maintains a developmentally appropriate, play-based curriculum; stays informed of emerging trends in early childhood education and incorporates them into the curriculum as appropriate ● Formulates and implements the procedures and policies of the school, as approved by the Preschool Advisory Board (PAB); Reviews and updates written policy and procedure guidance documents routinely ● Values and emphasizes the role of the school as an outreach ministry of the church; Ensures that Christian values are principals are shared and reinforced
- Leads all admissions efforts and enrollment activities; Provides and implements a vision and strategies to increase student population and to ensure the school is well-regarded in the community ● Communicates positively and effectively with parents and the broader school community; Builds effective and collaborative relationships with faculty, church leaders, parishioners, and the PAB ● Makes a concerted effort to increase diversity and inclusion within the school's faculty and student population
- Manages online learning experiences and virtual classrooms if necessary; Provides resources and training for faculty to effectively utilize platforms of technology-enabled learning
- Oversees the school website and social media platforms, marketing, and public relations activities with a focus on increasing enrollment
- Oversees repair and renovation of furnishings, equipment, interior space, and playground; serves as school liaison with church trustees.

Management of Personnel, Finances and Calendar:

- Hires, supervises, and evaluates all preschool faculty and office staff
- Provides and/or conducts professional training for faculty
- Develops the program budget in coordination with the Financial Administrator, and as approved by the PAB

Qualifications:

- A Bachelor's Degree, preferable in early childhood education
- Experience in management position(s) requiring problem analysis, organizational skills, effective communication skills, crisis management, stress tolerance, dedication, creativity, and diplomacy ●

At least one year of experience working in a preschool

- Experience in planning, budgeting, staffing, and monitoring an organization or business
- Must be able to lift young children up to 50 pounds
- Must be able to move light weight furniture and equipment

For more information and/or to submit a cover letter, resume, and references please contact:
(wesleypreschoolPAB@gmail.com)

Wesley United Methodist Church Preschool is an outreach ministry of Wesley United Methodist Church located at 711 Spring Street, S.E. Vienna, Virginia 22180

Find out more about us by going to WesleyPreschool.com