

CHURCH STREET UNITED METHODIST CHURCH
Knoxville, Tennessee

Job Title: PRESCHOOL DIRECTOR
Reports to: Church Administrator
Date Created: 6/2018
Date Reviewed/Revised: 10/2024

DESCRIPTION:

The Preschool Director is responsible for ensuring the health, safety, and quality of education, for all children within the center's care. The Preschool Director is directly accountable for overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, legal and budgetary considerations, and long range planning. The Preschool Director ensures that the needs of the students and the goals of the center are met appropriately.

QUALIFICATIONS:

Education and Experience: A four year degree (BS or BA) in the area of Child & Family Studies/Early Childhood Education or related field.

- One year of full-time documented work experience as required by the State of Tennessee as detailed by DHS licensing regulations.
- Minimum of two years of supervisory experience.
- Must meet DHS qualifications for Director of Single-Site Child Care Center.
- Excellent understanding of child development, family relations, preschool educational methods, and safety guidelines for classrooms.
- Must possess administrative skills and effective communication skills.
- Must have experience with light bookkeeping, bill paying, managing invoices, and overseeing annual budget.
- Must be friendly, patient, and reliable.
- A current physical is required.

SALARY RANGE-\$55,000-\$60,000 depending on experience and qualifications.

DUTIES AND RESPONSIBILITIES:

1. Implement and maintain policies established by the Preschool Board.
2. Plan, organize, and supervise ongoing preschool program for children (ages 6 weeks to 5 years) ensuring an accepting, caring, safe environment is maintained at all times.
3. Create and initiate curriculum; ensure developmentally appropriate activities.
4. Plan and implement the daily schedule and manage all aspects of staffing.
5. Develop and recommend the annual budget to the CSUMC Preschool Board. Manage all daily aspects of budget.
6. Submit attendance for payment and ensure collection of fees from parents.
7. Submit weekly tuition deposits and bi-weekly time sheets; work with business office to coordinate all aspects of finances.
8. Review daily attendance records.
9. Complete annual licensing renewal process (including mandates from state fire and environmental inspections).
10. Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
11. Select and purchase supplies and equipment for center and individual classrooms.

12. Work with interested families by providing information and organizing tours of the facility.
13. Provide parents with resources, information, and opportunities for learning as needed.
14. Work with the CSUMC Preschool Board Personnel Committee to recruit, hire, supervise, train, and evaluate staff.
15. Establish illness and emergency procedures; ensure staff is trained appropriately.
16. Resolve conflicts (including corrective action when necessary) to ensure a positive experience for everyone.
17. Provide training for volunteers and college students who plan to work in classrooms.
18. Implement strategic plan and goals in keeping with mission of program.
19. Coordinate and assist with fundraising, including solicitation of gifts, donations and grant funds.
20. Attend weekly church staff meetings as requested.
21. Work with church staff and Church Administrator regarding business operations.
22. Notify the Church Administrator if any of the following occur:
 1. Any incidence of child injury or harm.
 2. Any violation of DHS, QRIS, or state or federal agency rules.
 3. Any employee injury or physical restriction.
 4. Any disciplinary action.

EMPLOYEE SIGNATURE_____ DATE_____