



The Gathering at Scott Memorial UMC

Reconnect with God, Ourselves, Others, Creation

JOB DESCRIPTION			
Job Title:	Preschool Director	Position Type:	FT salaried
Standard Background Check:	Required	Direct Supervisor:	Executive Pastor Lead Pastor(s)
Location:	Beach Gathering Montessori Preschool 2901 Virginia Beach Blvd and The Gathering Academic Preschool 816 Baker Road	Final Oversight:	Staff Parish Relations Committee (or equivalent)
Level/Salary Range:	Estimated 40 hours a week-salary commensurate with experience	Medical/Dental/Pension Provided:	Medical/Dental
Job Description:			
ROLE AND RESPONSIBILITIES <ol style="list-style-type: none">1. Treat all staff, children and parents/guardians with dignity and respect2. Interact with all children with warmth, humor, respect and support3. Use appropriate positive guidance and discipline techniques with the children4. Demonstrate sufficient security and judgment to handle a crisis and to use supervision constructively5. Supervise teachers and assistants including:<ol style="list-style-type: none">a. Observing, evaluating and training staffb. Coordinating teacher coverage for planned absences of existing teachers and weekly schedule for all employeesc. Coordinate teacher coverage for sudden teacher absencesd. coordinating staff meetings and staff in-service dayse. promote and facilitate ongoing employee educationf. ensure compliance with certifications required for licensingg. participate in interviewing/hiring staffh. participate in disciplining/firing staffi. conduct employee orientation with all new employeesj. schedule and participate in form and informal parent-teacher conferences when needed along with teachersk. complete minimum yearly performance evaluations with teaching staff6. Facilitate communication between school stakeholders including:<ol style="list-style-type: none">a. Establish and maintain positive communication with staffb. Communicate teachers' ideas, questions and concerns to the Preschool Executive Committeec. Conduct formal monthly communication with the Preschool Executive Committee			

- d. Facilitate the teachers' establishing positive communication with parents
- e. Establish and maintain good communication with parents through telephone contact and informal conversations in the classroom.
- 7. Provide administrative guidance and vision:
 - a. Understand and support the school's mission and philosophy
 - b. Partner with the PEC, teachers and staff to set and maintain the overall direction of the school
 - c. Attend evening staff, board and parent meetings throughout the year
 - d. Maintain confidential personnel and student files
 - e. Maintain payroll and budgets
 - f. Coordinate classroom supply procurement
 - g. Coordinate parent volunteer activities
 - h. Enter in all parent payments into the JackRabbit system and weekly monitor those families who are past due in their accounts.
 - i. Give all tours of the facility and assist with new student registration
- 8. Financial Duties
 - a. Manage payroll for all preschool staff at all campuses
 - b. Ensure rent is paid on time to all campuses
 - c. Ensure insurance is up to date and has adequate coverage annually
 - d. Prepare end of year statements for parents for tax purposes
 - e. Assist with purchasing of supplies as needed or delegate task out to another staff member
 - f. Assist in the office or classrooms as needed
 - g. Assist in developing the budget and email out monthly quickbooks statements to preschool director, Executive Director, PEC committee, and Finance Committee Chair
 - h. Ensure both campuses are meeting budget guidelines and that the overall fiscal health of both campuses is improving
- 9. Assure that The GAP is in compliance with licensing, health, and safety requirements:
 - a. Ensure all staff maintain certifications as required (First Aid, CPR, MAT, etc.)
 - b. Complete necessary licensure paperwork and procedures

Qualifications/Skills

- 1. At least 2 years experience in early childhood education. Must hold an associates degree or equivalent training in child development. Show evidence of leadership and management skills, confirmed by references, evaluations or recommendations.
- 2. Background in Finance with a degree or experience with accounting.
- 3. Desired: Montessori Certification. Over 5 years experience in early childhood education. Experience in budgeting and basic accounting including familiarity with Quickbooks and experience working with a board of director.
- 4. Affirm the core values and purpose of the Gathering at Scott Memorial as a congregation of the United Methodist Church.

Reviewed By:	Rachel Gilmore	Date:	3/22/17
Approved By:		Date:	
Last Updated By:		Date/Time :	