

**FIRST PRESBYTERIAN CHURCH IN NORTH PALM BEACH  
JOB DESCRIPTION – PRESCHOOL DIRECTOR**

**STATUS: FULL TIME**

**REPORTS TO: CHILDREN’S MINISTRIES DIRECTOR**

**JOB SUMMARY**

This position offers a year-round, salaried role overseeing the First Presbyterian Church Preschool in North Palm Beach, covering staffing, licensing, curriculum selection, and financial management. The job of the Director is to oversee the day-to-day operation of a small preschool providing high quality faith-based, child-centered school readiness. Additionally, the role involves leading the preschool towards growth and innovation in line with the church's vision, while considering the immediate needs of the local families.

**Administrative**

- Oversee all preschool operations.
- Hire, supervise, train and oversee all preschool staff.
- Ensure accurate record keeping of staff including background checks and PBCHD paperwork requirements.
- Maintain up-to-date enrollment information.
- Develop and distribute marketing, communications, recruitment and enrollment information.
- Ensure classroom and school coverage as needed.
- Always maintain appropriate teacher-child ratios.
- Maintain accurate records - child, staff, facility.
- Provide resources for parents.
- Conduct performance reviews for staff.
- Create and implement site wide safety plans and conduct safety drills - fire, hurricane, etc.
- Oversee setup of Preschool Parent Committee and attend parent committee meetings.
- Work cooperatively and effectively with the senior and associate pastors as part of the leadership team and all other staff members, including attending weekly staff meetings.
- Work directly with children’s ministries to promote, educate, and participate in special events/activities that will help assimilate families into the life of the church.

**Program Leadership**

- Understand the demographics of the community and develop a vision and strategy to expand the preschool to accommodate the needs of families and children.
- Ensure curriculum is being implemented appropriately for each age group and child.
- Develop a school calendar and activity schedule which includes special programming such as Chapel, cooking, science, and music.
- Provide the annual school calendar and event requests for room reservations to the Administrative Assistant to the Pastors to be placed on the master church calendar.
- Review lesson plans, newsletters, classroom documentation.
- Ensure all classroom, material and consumables are ordered and distributed.
- Review daily parent/teacher communication.

## **JOB DESCRIPTION – PRESCHOOL DIRECTOR**

- Develops and maintains open communication with families.
- Schedule and oversee parent and/or student conferences.
- Review child and classroom portfolios.
- Facilitate curriculum meetings.
- Implement Pre-K 4 Assessment Testing along with speech testing.
- Conduct classroom observations and provide ongoing feedback.
- Oversee the planning and implementation of special events for the preschool students such as: musicals, festivals, and special parent events.

### **Professional Development and Program Support**

- Facilitate and support professional development opportunities for staff
- Stay abreast of research and development in the early childhood development and education field.
- Actively participate in professional organizations, conferences, and lectures
- Attend annual continuing education, training, and screening required for professional certification and licensure, including CPR, First Aid, CDA, and Director's Credential

### **Enrollment and Marketing**

- Greet all visitors.
- Conduct tours, open houses, and informational sessions to promote enrollment.
- Oversee enrollment of new families
- Orient new families to the program.

### **Licensing and Accreditation**

- Ensures state and local licensing requirements are always met.
- Maintains open communication and positive relationship with all agencies including childcare licensing.
- Familiar with NAEYC organization, philosophy, and accreditation process.
- Maintains required state staff credentials.
- Ensures all license and renewals are completed by deadlines which include annual continuing education, training, and screening required for professional certification and licensure, CPR and First Aid, CDA/National CDA, and Director's Credential.
- Successfully complete Palm Beach County Health Department Licensure annually, including classroom inspection, fire inspection, and file inspection.

### **Fiscal Management**

- Work with Administrator to establish the yearly preschool budget
- Adhere to the preschool budget.
- Ensure staff adherence to schedules.
- Provide bi-weekly timesheets to the Administrator for payroll processing.
- Collect, record and maintain records of all monies received by the preschool
- Purchase food, supplies and equipment as needed.
- Schedule maintenance and repairs as needed with the Facilities team.

## JOB DESCRIPTION – PRESCHOOL DIRECTOR

### Health and Safety

- Ensures proper risk, OSHA, fire drills and other safety training are rehearsed and implemented as needed.
- Adheres to mandatory reporting guidelines.
- Ensures child safety checks are being conducted.
- Ensures facility is sanitized daily.
- Communicates with janitor and/or facilities department as needed.
- Schedules annual First Aid and CPR for all staff
- Implements site wide safety checks.
  - Classroom
  - Playground
  - Parking lot
  - Common areas

### WORK SCHEDULE

The Preschool Director position is full time, working a minimum of 40 hours per week. While conditions may alter the amount of time spent in any one area of job responsibilities, the time allocation is anticipated to be as follows:

Administration	30%
Program Leadership	30%
Professional Development and Program Support	10%
Enrollment and Marketing	10%
Licensing and Accreditation	10%
Fiscal Management	10%

### EMPLOYEE ACKNOWLEDGEMENT:

I have read and understand the provisions for my satisfactory job performance of these responsibilities in accordance with the FPC Personnel Policy Handbook-

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **JOB DESCRIPTION – PRESCHOOL DIRECTOR**

### **QUALIFICATIONS**

- Stable, mature Christian
- Effective leadership skills
- Strong detail orientation, communication, planning and organizational skills
- Minimum of two years of preschool teaching experience
- Director's Credential
- 40 hours of Palm Beach County Health Dept. training
- 5 hours of literacy training
- CPR/First Aid certification
- Proficient in word processing and data entry
- Agrees to and abides by the ECO Essential Tenets

### **EDUCATION**

- Bachelor's degree in a relevant field required; master's degree preferred
- Teaching Certification or Florida Child Care Professional Credential

**SALARY RANGE: \$45,000 - \$58,000**

**PERSONNEL COMMITTEE APPROVAL: April 8, 2024**