

Job Description -- Director of Christian Education
St. Paul's United Methodist Church; Rochester, Michigan
(Revised: May 2, 2024)

JOB TITLE:	Director of Preschool
JOB TYPE:	Salary Part-time
HOURS:	28 hours per week
REPORTS TO:	Director of Children's Ministry

As an experienced preschool director, your responsibilities encompass various aspects crucial for the smooth operation of the preschool. Here's a breakdown of each area:

1. **Licensing Compliance:** Ensuring that the preschool meets all licensing requirements set by local, state, and federal authorities. This involves maintaining records, implementing safety protocols, and adhering to educational standards.
2. **Budgeting:** Developing and managing the preschool's budget, including classroom materials, and other expenses related to Preschool programming.
This may involve forecasting revenue, tracking expenses, and seeking cost-saving opportunities.
3. **Fundraising:** Planning and implementing fundraising initiatives to supplement the preschool's budget. This could include organizing events, seeking grants, cultivating relationships with donors, and engaging the community to support the preschool's mission and programs.
4. **Staff Support:** Providing leadership and guidance to all preschool staff, including the Preschool Advisory Board. This involves recruitment, training, performance evaluation, and fostering a positive work environment conducive to professional growth and collaboration.
5. **Enrollment Management:** Overseeing the enrollment process, including marketing the preschool to prospective families, conducting tours, processing applications, and managing waitlists. Ensuring that enrollment goals are met while maintaining class sizes conducive to effective learning.
6. **Tuition Management:** Setting tuition rates, establishing payment policies, and working with church finance administrators. Communicating effectively with parents regarding tuition fees, payment schedules, and financial assistance options to ensure accessibility for families from diverse socioeconomic backgrounds.

Overall, the preschool director plays a pivotal role in the administrative, financial, and educational aspects of the preschool, working to create a nurturing and enriching environment for young children while also ensuring the organization's sustainability and compliance with regulatory standards.

Requirements:

A bachelor's degree or higher in early childhood education or child development, **or** a bachelor's degree or higher in a child-related field including 18 semester hours and 480 hours of experience in early childhood education or child development is required.

A child-related field means elementary education, child guidance/counseling, child psychology, family studies, and social work.

All program directors shall have at least 2 semester hours or 3.0 CEUs in childcare administration which shall be completed within the first year of employment.