

The Ark Preschool
Position Description: Director
First United Methodist Church
1200 E. Yellowjacket Lane
Rockwall, TX 875087

The Ark Preschool is a private preschool that operates in the facilities of First United Methodist Church of Rockwall. The director is the chief administrative officer of the preschool responsible for managing its day-to-day operations, supervising its staff, directing and coordinating its programs, and having responsibility for its students. The director is selected by the Ark Governing Board, comprised of members of First United Methodist Church of Rockwall.

Responsibilities:

Program Administration

- Assume responsibility for the daily operation of the preschool program
- Serve on the Ark Governing Board and attend quarterly meetings
- Act as liaison between the preschool and the church, attending weekly church staff meetings
- Assure compliance with regulations and state licensing requirements

Program Development

- Remain current on issues and trends in early childhood education
- Provide a vision for program development and change
- Plan, coordinate, and implement curriculum with teachers
- Implement strategies to recruit and maintain enrollment
- Encourage and provide for team building and staff collaboration
- Develop annual operating budget
- Develop and supervise schedule of activities for preschool day

Program Operation

- Manage student records and program data, including class lists
- Maintain staff records including fingerprints and background checks
- Plan school year calendar
- Develop work calendar and schedule for preschool staff
- Outline expectations for and monitor communications with parents
- Maintain a visible presence to staff, students and preschool families
- Provide weekly e-mail communication and updates to parents
- Facilitate preparation for and implementation of parent teacher conferences

Supervision and Personnel

- Interview and hire teachers, substitute teachers and staff
- Prepare contracts for staff
- Evaluate teachers and staff
- Conduct staff meetings
- Provide guidance and support for teachers

Preferred Education and Experience

- Meet Texas State licensing requirements for preschool director.
- Knowledge of children's physical, emotional, spiritual and developmental growth patterns.
- Excellent written and oral communication skills.
- Ability to understand and manage the complexities of a church-based preschool program.
- Ability to establish and maintain good interpersonal relationships with parents, children and staff.
- Education degree preferred
- Elementary/ Early childhood education experience preferred
- First United Methodist Church of Rockwall membership preferred

Fully qualified and experienced individuals should submit a cover letter and resume to jpool@fumcrockwall.com The closing date for applying is May 1, 2018. This is a full-time position starting in May 2018.