



Joyful Hearts Preschool

A Ministry of Fairwood Community United Methodist Church

15255 SE Fairwood Boulevard Renton, WA 98058

425-228-4577

Seeking a Preschool Director

Job Type: Full-time 36 -40 hours a week with July off as vacation

Pay: \$45,000 to \$47,000 DOE

Benefits:

- Flexible schedule
- Retirement

This position is responsible for:

1) Program Administration

- a) Assumes responsibility for the daily operation of the Preschool program. Notifies Pastor and/or Preschool Chair of significant decisions and emergency actions taken when the welfare and safety of a child is concerned.
- b) Serves on the Preschool Council; attending quarterly meetings, consulting with Chair regarding meeting agenda, presenting preschool program updates and curriculum outlines.
- c) Acts as liaison between the Preschool Council and the preschool staff, and the preschool families.
- d) Coordinates shared spaces in collaboration with Preschool Council Trustee member.
- e) Acts as a liaison with the community preschool programs by attending meetings and conferences as deemed appropriate.
- f) Maintains policies and procedures for program operation, and adheres to FCUMC Employee Handbook and the Preschool Guiding Principles.
- g) Keeps records that pertain to the administration of the school.
- h) Develops, distributes and updates preschool related handbooks (including, but not limited to the Parent Handbook), registration forms and other necessary forms annually, or as needed. Presents these items to Preschool Council for review.

- i) Works with the Preschool Council Chair to prepare annual report to be presented to the Annual All-Church Conference.
- j) Promotes relevant church activities and programs to preschool families at the request of the pastor(s) and /or the Preschool Council.
- k) Attends church worship services when special events related to the preschool occur (e.g. Preschool Sunday) at least two times per year.

2) Program Operation

- a) Supervises registration and enrollment.
- b) Manages program data including class lists using appropriate software program.
- c) Facilitates preparation for and implementation of parent/guardian and teacher conferences.
- d) Plans school year calendar.
- e) Develops work calendar and schedule for preschool staff.
- f) Posts significant Preschool events on the church calendar (church office and web site) to reserve additional rooms/space and to provide general awareness.
- g) Develops relationships with preschool staff, students and parents/guardians by regular participation in the classroom.
- h) Maintains inventories of equipment, books and teaching materials.
- i) Plans for student assessments in relation to their development.
- j) Arranges for parent education opportunities.
- k) Arranges for regular visits with the FCUMC Pastor(s).
- l) Arranges for two annual events to which congregation and community are invited.

3) Program Development

- a) Remains current on issues and trends in early childhood education by engaging in continued professional development in early childhood best practices.
- b) Keeps Preschool Council informed of planned continuing education classes. Shares insights/ideas from classes.
- c) Aware of FCUMC amenability to Social Principles and Book of Discipline.
- d) Encourages and provides opportunities for team building and staff collaboration.
- e) Provides a vision for program development and change.
- f) Implements strategies to recruit and maintain enrollment.
- g) Encourages parent/guardian and church community involvement.
- h) Ensures volunteers have background checks and have received orientation.

4) Program Budget

- a) Prepare the annual budget report in collaboration with a Preschool Council member.
- b) Operates the school within the budget and reviews expenses on a regular basis with the Preschool Council Chair.
- c) Adheres to financial policies as defined by the FCUMC Finance Committee.
- d) Purchases equipment and supplies as needed and as approved within the budget. For single item purchases exceeding \$500, follow section 3.6.2 Purchase Procedures.

- e) Reviews monthly budget with Preschool Council Chairperson, to be presented to Preschool Council.
- f) Requests approval from the Preschool Council for amendments to the budget when changes occur beyond the annual budget.
- g) Prepares monthly invoices for the preschool program.

5) Program Supervision

- a) Prepare and distribute monthly class newsletters to parents/guardians, Preschool Council as well as post on website.
- b) Facilitate preschool staff meetings.
- c) Plan and implement a professional growth program for preschool staff.
- d) Following the FCUMC Hiring Policy (FCUMC Employee Handbook), participates and collaborates with SPRC, who performs the search for preschool staff as well as conducts the interviews and hiring recommendation for new Preschool staff with members to Preschool Council.
- e) Determine and assign daily responsibilities of each Preschool staff member.
- f) Participate in annual performance review of each Preschool staff member.
- g) Maintains qualified substitute list.
- h) Arrange for substitute preschool staff as needed, per the 'Substitute Teacher Policy'.
- i) Collaborate with the lead teacher on the development of the monthly curriculum.
- j) Ensure curriculum is consistent with the Preschool Program of Ministry and NAEYC standards, using Developmentally Appropriate Practices and Anti-Bias Approach to Curriculum to plan for activities to meet physical, emotional, intellectual and social needs of the children.
- k) Provide support for teachers.
- l) Maintain a visible presence to staff, students and preschool families.
- m) With teaching staff, ensure equipment and facilities are clean, well maintained and safe at all times.
- n) Ensures sound nutritional program.
- o) Maintain contact with state and local regulatory agencies as needed.

Accountability

- Reports to the Pastor(s), SPRC and the Preschool Council

Authority

- Directs the Preschool staff

Knowledge, Skills and Abilities

- 1) Bachelor's Degree from an accredited college, Early Childhood Education (ECE) or Child Development Associates (CDA) preferred (or related field with 12 hours or the equivalent in child development and/or early childhood education courses).
- 2) A minimum of two years experience working in early childhood programs.
- 3) Experience and/or training in anti-bias approach to curriculum.
- 4) Experience as a director or equivalent responsibility desirable.

- 5) Food handlers permit.
- 6) CPR and Red Cross First Aid Certified.
- 7) Meet minimum requirements for State of WA Licensing for Early Childhood Education.
- 8) Pass Washington State Patrol background check.
- 9) Must have a love and compassion to work with young children.
- 10) Personal commitment to the Christian faith.
- 11) Have strong written and verbal communication skills.
- 12) Basic computer skills.
- 13) Ability to lift and hold a preschool child.
- 14) Be honest, dependable, punctual, self-disciplined, self-motivated, creative, friendly and caring.
- 15) Committed to professional growth through continuing education activities.

Application Process

To apply please send your resume and cover letter to jobs@fairwoodumc.org. The position will remain open until filled, with preference given to applications received by Friday, April 30, 2024. Thank you for your interest, and we look forward to meeting you!

About the Employer

Fairwood Community United Methodist Church (FCUMC) is a reconciling church that seeks to minister with all people, regardless of race/ethnicity, socio-economic status or sexual orientation. We affirm that everyone is a person of sacred worth and our mission is to build community through Christian faith, fellowship, service and social justice where all belong.

Ability to commute/relocate:

- Renton, WA 98058: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person