

Covenant Presbyterian Preschool Director Job Description

Hours: 25 - 30 hours weekly, 8:00 – 1:15 Monday – Friday (August – May)

Compensation: \$25K Annually

Vacation: All Huntsville City Schools holidays; flexible hours as needed in summer

Supervisor: Executive Director of Covenant Presbyterian

Supervises: 11 Teachers and aids, numerous substitutes, 70 students (ages 1 – Pre-K)

Prerequisites: Bachelor's in a relevant field preferred, classroom experience, compliance with Employee Manual requirements (including background check)

Mission: Make disciples of Jesus Christ at Covenant Presbyterian Church through building relationships with young families in the context of a loving Christian preschool environment.

Bridging Church and School:

- Join Covenant Presbyterian as a member
- Attend weekly staff meetings of office staff
- Communicate through church database and project management software
- Attend church events/activities/programs as a member of staff
- Design programming that will guide families and children into ministry of the church
- Collaborate with staff and volunteers in reaching out to preschool families to build relationships
- Develop strategic vision for Preschool's future and growth with the collaboration of Covenant Presbyterian Office staff and the guidance of Covenant Presbyterian Trustees and Elders

School Administration:

- Monitor safety and well-being of each child while at Covenant Weekday Preschool
- Supervise the preschool teachers and the overall daily functions of the school
- Coordinate hiring, calendars, budget, with Executive Director of Church and boards
- Coordinate substitutes, and manage personnel matters
- Responsible for preschool enrollment, classroom rosters, and teacher assignments
- Register new students, conduct school tours, and connect with potential new parents
- Supervise developmentally-appropriate play-based lesson plans for four age groups
- Manage online tuition system (Smart Tuition) and all family accounts
- Assist Executive Director in managing budget, submitting receipts and discussing financial needs for the school
- Monitor preschool/classroom supply levels and order/purchase as needed
- Coordinate with Director of Operations for maintenance of the classrooms and playground
- Arrange First Aid/Pediatric CPR Training for staff, advise on continuing education opportunities
- Organize fundraisers and class pictures
- Work closely with teachers when there are specific issues in the classroom or with parents in in-person and phone meetings
- Plan school calendar and coordinate parent meetings, including teacher conferences
- Lead occasional staff meetings for school, including two summer planning meetings
- Send email and text correspondence to parents and teachers
- Work with Communication's Director for print and web promotional materials