

Palms Presbyterian Church Job Description

Position Title: Director of Palms Preschool and Child Care Center

Reports To: Associate Pastor of Community & Connection

Supervises: Palms Preschool Assistant Center Director, Palms Preschool Administrative Assistant, Teachers, Assistant Teachers, Extended Day Program and Summer Camp Staff

Job Summary

The Director is responsible for leadership, management, and administrative functions necessary to the Preschool and Child Care center in a manner that is programmatically, fiscally and strategically consistent with the mission of the Palms Presbyterian Church, Florida Department of Children & Families, and the NAEYC (National Association of the Education of Young Children).

Essential Functions

Managerial/Organizational

- Recruit, screen, assign, schedule, supervise, train, and evaluate staff, adhering to the HR policies and procedures of Palms Presbyterian Church.
- Maintain an environment that conforms to church, DCF and NAEYC standards.
- Ensure a safe and secure environment for the children and staff.
- Organize human and physical resources for appropriate performance and compliance.
- Conduct annual performance reviews of the staff and adheres to performance requirements of NAEYC standards.
- Prepare an annual calendar of activities for the preschool, EDP, and summer camp.
- Develop funding, policies, and procedures for financial assistance for families in need.
- Adhere to guidelines outlined in the Palms Employee Handbook for the Preschool and Childcare Center.
- Submit monthly reports to the Session of the church, with updates on enrollment, staffing, and financial information specific to the preschool.
- Carry out policies established by the Session of Palms Presbyterian Church and its committees.
- Attend weekly church staff meetings, monthly Preschool Advisory Team meetings, regular meetings with supervisor, and other meetings as requested.
- Build and maintain effective working relationships among staff.
- Plan and implement strategic goals as a part of the ministry of Palms Presbyterian Church.
- Responsible for sound fiscal and operational management in compliance with the policies and procedures of Palms Presbyterian Church.
- Provide reports as required by Palms Presbyterian Church and the Session, NAEYC, government licensing and accrediting agencies.

Educational

- Participate in classrooms regularly by observations and engagement with students.
- Oversee curriculum development in conjunction with the Assistant Director.
- Plan and execute a year-around program that contributes to the emotional, moral and spiritual development of children.
- Embrace, maintain and promote a culture of excellence which has been established over a number of years at the Preschool and Child Care Center.
- Screen and evaluate children as needed.
- Supervise the operation of the Extended Day and Summer Camp programs.

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Collaborative

- Provide opportunities for parental involvement including classroom observations, volunteer opportunities, teacher and/or Director Conferences, service on the Preschool Advisory Team.
- Build positive, healthy relationships with parents.
- Partner with the Director of Faith Formation & Nurture to develop strategic programs that allow for collaboration between Preschool Families and the church.
- Serve as staff liaison to the Preschool Advisory Team.
- Attend weekly staff meetings of church and bridge communication between preschool and church staff.
- Communicate regularly with parents, staff, and congregation through a variety of media: mailings, E-mail, bulletin announcements, newsletter articles, Facebook, texting, and phone calls.

Core Competencies

- Personal Competencies
 - Interpersonal Skills
 - Integrity and Trust
 - Self-Differentiation
 - Verbal Communication
 - Written Communication
- Organizational Competencies
 - Team Orientation
 - Negotiation
- Supervisory Competencies
 - Hiring and Staffing
 - Supervising Work
- Managerial Competencies
 - Process Management

Minimum Qualifications

- Bachelor's degree in Early Childhood Education or Child Development required; Master's degree preferred
- 3-5 years' experience as Director of an accredited preschool/childcare center; experience in a NAEYC accredited program preferred
- Knowledge of Department of Children & Family/Gold Seal standards and Florida VPK standards; knowledge of NAEYC Early Childhood standards preferred
- Experience in curriculum development, planning and implementation,
- Proven skills in fiscal management, conflict resolution, and use of social media and technology
- Possess Florida Director Level 2 credentials and be able to meet NAEYC Program Administrator Criteria; Director Level 3 credentials preferred

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