

Living Waters Preschool Director

Reports to Executive Pastor

Category of Employment: Full-time

Office Hours: Average of 45 hours per week, with the exception of heavy ministry seasons

- The Pastor and Elder priorities for this position would be a Christian of integrity and genuine faith in Jesus Christ who is called specifically to minister to pre-school children and their families by running a successful preschool and integrating the preschool into the overall mission of the church. Candidate must exhibit excellent leadership, organizational and interpersonal relational skills. Candidate must be tried and proven in education and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent writing skills. **Requirements for this position are dictated by State and FLOCS Requirements. A Childcare Director Credential with a VPK Endorsement from the State of Florida (a staff credential is the pre-requisite for a Director Credential), A Bachelor's degree in Early Childhood education or a related field or A BA out-of field with supplemental courses in Early Childhood Education Two years prior experience working in an early education setting.**

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that the mission of SCC is important and deserves the candidate's best effort.
4. Fosters a strong collaborative relationship between the church and the preschool to ensure ministry and relational continuity and communication. The preschool is a ministry of the church, as such the LWP Director is an employee of the church first.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of the Ministry of SCC, including SCC's Statement of Faith.
3. Supports and adheres to the SCC Bylaws and Policies.
4. Ministry Staff must be active, participating members of Switzerland Community Church or be *willing to become a member at the beginning of employment.*

Duties and Responsibilities (Essentials)

General staff responsibilities:

- Lead, teach, cast vision, oversee, and direct all facets of the Living Waters Preschool.
- Direct the establishing of ministry goals and objectives, and individual tactics for the Living Waters Preschool that support the mission and vision of the church.
- Provide visionary leadership and organizational structure.
- Recruit, train, schedule, equip and supervise employees for the school under the purview of SCC HR policy.
- Oversee, train, schedule, equip and evaluate staff of the Living Waters Preschool.
- Propose and administer annual budgets.
- Facilitate open lines of communication between members of team.
- Participation in weekly Staff Meetings, as well as called departmental meetings, and other required staff events.
- Leader in overseeing integration of Living Waters Preschool into Church activities.

Specific role duties and responsibilities:

Legal and Fiscal Management

1. Knowledge of applicable codes and regulations—FLOCS, DOE-OEL, DCF, building, zoning, occupational, safety, health, sanitation—as they relate to the delivery of early childhood program services.
2. Knowledge of child custody, child abuse, special education, confidentiality, antidiscrimination, insurance liability, contract, and labor laws pertaining to program management.
3. Knowledge of bookkeeping methods and accounting terminology.
4. Skilled in budgeting, cash flow management.
5. Understand and adhere to a salary scale that reflects education, experience, and level of performance.

Staff Management and Human Relations

1. Knowledge and application of group dynamics, communication styles, and techniques for conflict resolution.
2. Ability to hire, supervise and motivate staff to high levels of performance.
3. Skills in consensus building, team development, and staff performance appraisal including setting goals for professional development.
4. Develop a staffing plan to reflect enrollment patterns.

Educational Programming

1. Knowledge and application of developmental approach curriculum models, standards for high quality programming, and child assessment practices.
2. Ability to develop and implement a program to meet the needs of young children at different ages and developmental levels (toddler, preschool).

Program Operations and Facilities Management

1. Knowledge and application of policies and procedures that meet state/local regulations and accreditation standards.
2. The ability to design and plan the effective use of space based on principles of environmental psychology and child development.
3. Knowledge of playground safety and design.
4. Develop a system to maintain accurate staff, student and family records.

5. Implement emergency and risk management procedure— (fire, hurricane, tornado, environmental hazard, security lock down)

Family Support

1. The ability to support parents as valued partners in the educational process.
2. Knowledge of community resources to support family wellness.
3. Implement a program of parent involvement.
4. Involve families in evaluation of program.

Marketing and Public Relations

1. The ability to communicate the program's philosophy and promote a positive public image to parents, church members, business leaders and public officials.
2. Participate in the development of a business plan and effective promotional literature, handbooks, newsletters, and press releases.

Leadership and Advocacy

1. Knowledge of the legislative process, social issues, and public policy affecting young children.
2. Evaluate program practices for effectiveness and implement improvement plan.
3. Assist the Board of Directors and staff in carrying out the philosophy and mission statement of the school.
4. Provide an atmosphere that is supportive of a high-quality work environment for staff.

Oral and Written Communication

1. Must have the ability to use written communication to effectively express one's thoughts.
2. Knowledge of oral communication techniques including establishing rapport, preparing the environment, active listening, and voice control.
3. The ability to communicate ideas effectively in a formal presentation.
4. Writing informal and formal business correspondence.
5. Making formal presentations at staff meetings, board meeting, conferences, parent meetings and programs.

Technology

1. The ability to use the computer for childcare administrative functions.
2. Using budgeting software to construct a budget or summarize data.
3. Communicate by electronic mail.
4. Access early childhood resources via the Internet.
5. Maintain website and Facebook page

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, *additional duties may be assigned.*

Performance and Evaluation Success in the position will be measured according to the performance assessment approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.