

Job Title: Director of Preschool Program (40 hours a week)

Location: First United Methodist Church of Pensacola, Methodist Children's Academy
Pensacola, Florida

Salary: 50,000 plus Benefits

Purpose

The primary responsibility of the Director of the Preschool Program is to oversee the day-to-day operations of the Methodist Children's Academy (MCA). The preschool program is a valid part of First United Methodist Church. The Preschool Director will work to maintain professional expertise in the field of preschool education and provide leadership to parents, staff, and children by working daily to ensure a successful preschool.

Qualifications/ Skills

- Preferred Bachelor's Degree in Education, Child Development, or a related field
- Experience as a teacher/ administrator in preschool or elementary education
- Possess basic computer and typing skills
- Must have Director's Credentials
- Excellent verbal and written communication skills
- Ability to remain flexible and multitask in a fast-paced environment
- Physical Requirements: May sit or stand for extended periods of time. Use of a computer, keyboard, telephone, and viewing a computer screen are requirements of this position.
- Maintain CPR certification

Essential Duties and Responsibilities

- Schedule and facilitate monthly fire drills.
- Coordinate registration of new students.
- Responsible for MCA finances
- Supervise the budgeting of all school equipment, food, materials, and supplies.
- Place purchase orders for classroom materials, supplies, and school equipment
- Hire, train, and supervise all staff, monitoring teacher-child relationships.
- Administer a formal evaluation of each staff member annually.
- Schedule and conduct regular staff meetings and interpret policy set by the MCA Board.
- Ensure substitutes are provided for absent staff members
- Work to keep all files current: personnel, children, and curriculum.
- Maintain effective recruitment and enrollment of children into the program.
- Coordinate with the children, parents, and preschool teachers to ensure effective and successful preparation and transition of children from preschool to kindergarten.
- Administer an evaluation of the program to the parents annually.
- Attend all MCA Board meetings and provide a monthly report.