



## Job Description

# MT. ZION BAPTIST CHURCH

**Title:** **Weekday Preschool Director**  
**Reports to:** Pastor to Families & Children  
**Hours:** Part-Time (20-30)  
**Salary:** Based on education and years of experience

### Summary of Position

After years of dedicated leadership, MTZB Weekday Preschool is looking to hire an Assistant Preschool Director beginning in August 2020 that will train to become the Lead Director for the 2021-2022 school year and beyond. During the first year, the Assistant Director will shadow the current Director of the weekday education program learning the supervisory responsibilities and administration of the weekday education program. As Assistant Director, this is a part-time paid position with flexible hours while the Lead Director is responsible for working approximately 20 hours per week during the school year and approximately 30 hours over the summer months when preschool is not in session as needed.

### Qualifications

- A salvation experience and a firm commitment to Jesus Christ and to the local church.
- A definitive sense of calling to this type of work.
- A strong moral and teachable character.
- Active and verifiable church membership and attendance.
- Pastoral Recommendation.

### Education Requirements

A college degree or relevant experience is required.

### Specific Responsibilities

- Administer the day-to-day operations of the program including registrations, supervision of current enrollment, withdrawals, and discharges under the guidelines and philosophies of the church.
- Serve in the best interest of both the weekday preschool program and the church understanding that space is shared between the weekday preschool and church ministries.

- Serve as liaison for the parents of children enrolled in the program with teachers, the Minister of Children and Families, and church staff.
- Supervise curriculum development which includes religious instruction that coincides with academic schedule.
- Communicate philosophy of weekday education program to parents of students and prospective students.
- Plan, develop, and implement education and outreach programs within the school.
- Plan, develop, and administer the budget for the weekday preschool program. Collect, deposit and account for all tuition and fees.
- Submit monthly budget reports to the Minister of Children and Families and make note if there is any financial stress.
- Administer employee payroll through an outsource payroll company with assistance from Church Business Administrator as needed.
- Oversee the spending of preschool funds in accordance with the budget approved by the Minister of Children and Families and Church Business Administrator.
- Provide on-going evaluation of the preschool program and make recommendations to the Minister of Children and Families.
- Provide up-to-date staff and parent handbooks addressing policies and procedures of the program.
- Plan and host Open House/Orientation before the start of school.
- Plan and run a pre-planning session for employees before the start of the school year.
- Be on church grounds during all times the programs is in session and designate an acting director when absent who has been approved by the Minister of Children and Families.
- Be aware of and maintain all licensing standards
- Conduct safety emergency drills for each class according to state laws.
- Be modest, neat, and professional in appearance.
- Demonstrate tact, compassion and empathetic concern for children and families and do not speak of students' negative behavior outside of staff sharing and support.
- Purchase inventories and oversee supplies and use of rooms.
- Oversee the hiring of new staff and invite the Minister of Children and Families to interview with full time hires. Oversee 1 yearly review of employees during the course of the school year. Administer criminal background checks and MinistrySafe Sexual Abuse Awareness Training on each preschool employee.
- Approve all correspondence sent home to parents.
- Maintain proper student and employee files, including teacher expenses and time sheets.
- Attend workshops for preschool training to sharpen knowledge of preschool education.
- Be aware of what is happening in classrooms by maintaining an open relationship with teachers.
- Require and approve teacher's lesson plans for classes, stressing the need for daily Bible teaching.
- Hold a daily staff meeting and brief prayer time for employees.
- Oversee the cleanliness of classrooms.
- Compile and keep a substitute list for teachers that have been approved by Minister of Children and Families.

- Be professional and confidential regarding student and parent information.
- Keep informed on methods, materials, principles, procedures, promotion and administration as related to the preschool program.
- Study new materials, programs, curriculum and educational methods and make recommendations when feasible.
- See that all employees are maintaining Christian conduct, professionalism, and active church attendance.
- Whatever responsibilities the Minister of Children and Families or Pastoral staff deem necessary.