

## Ad for Pre-School Director

### Version 1

Colonial Heights United Methodist Church is seeking a full-time Pre-School Director with excellent leadership, communication, and organizational skills, an excellent work ethic, the ability to multi-task and a knowledge of and experience with Early Childhood Education and practices. Responsible for all facets of pre-school program. Bachelor's degree in Early Childhood Education or related field, along with experience, required. Request an application at [chumps2018@gmail.com](mailto:chumps2018@gmail.com) or call 423.239.6031 for additional information. Application deadline: 02/21/18.

### Version 2

Fulltime Pre-School Director with excellent administrative skills, early childhood knowledge base, communication skills. Responsible for all facets of pre-school program. Requires Bachelor's degree and experience in Early Childhood or related field. Contact [chumps2018@gmail.com](mailto:chumps2018@gmail.com) or 423.239.6031 for application. Deadline: 02/21/18

# Colonial Heights United Methodist Church

## Job Description

Position: Director of Pre-School Center

Fulltime

Salaried

The Director of CHUMC Pre-School Center is responsible for the overall administration and operations of the pre-school program. The primary focus of this program is the provision of developmentally-appropriate educational activities and child-care for each child through a safe and nurturing, Christ-centered environment.

### Qualifications and Skills

#### Educational Requirements

- Bachelor's Degree in Early Childhood Education, Kindergarten, Lower Elementary Education or related field, or
- Child Development Associates Credential with advanced training

#### Experience

- A minimum of three years of experience working in the child-care and/or education field

### General Responsibilities

The duties of the Director include, but are not limited to the following:

- Is responsible for the day-to-day operations and administration of the overall Pre-School program.
- Interprets, in a positive manner, the programs of the Pre-School Center to the parents, church, and community and serves as a contact between Church ministries and policies for the parents and staff.
- Ensures program compliance with all federal, state (TN Dept. of Human Services) and church requirements, i.e. licensing standards and certification, procedural safeguards, student: staff ratios, etc.

- Promotes positive community-wide perceptions regarding the program and implements appropriate “marketing” strategies.
- Works in conjunction with the Pre-School Board(s) to fully implement the vision and mission of the Pre-School Center and to, on an on-going basis, strives for continuous improvement and strengthening of the program/policies/procedures.

### Specific Managerial Duties

- Follows good management practices in maintaining well-organized and accurate records and files relative to children and staff as prescribed by the TN Department of Human Services and any additional pertinent licensing organizations.
- Implements all procedures regarding financial accounting/transactions as recommended within the operating standards of the Church.
- Manages all facets of the budget and stays current/accurate on all revenues/expenditures.
- Plans for, purchases, itemizes, manages, and distributes inventories of classroom, kitchen, cleaning, and administrative supplies.
- Maintains accurate, up-to-date records relative to payroll, staff scheduling, vacation and sick leave.
- Collaborates with the Kitchen Supervisor regarding meal planning and preparation for the Pre-School students that is consistent with kitchen policies and budget guidelines.
- Works with appropriate staff members to coordinate maintenance and custodial services to ensure that all standards are met or exceeded.
- Works with Church staff on matters of common interest, including the sharing of facilities.

### Instructional Leadership

- Recruits, leads, and manages a high quality staff.
- Communicates effectively with staff regarding staff training, implementation of policies and procedures, and program/curricular expectations.

- Promotes “best practice” teaching throughout the staff selection, supervision, training, and evaluation processes.

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- Analyzes and develops curriculum aligned with developmentally-appropriate standards and expectations as defined by the Department of Human Services and other relevant agencies, such as NAEYC (National Association for the Education of Young Children).
- Provides on-going evaluation of current programs, curriculum, instructional practices and modifies/adjusts the curriculum as needed.
- Provides or facilitates staff development training aligned with identified staff needs and program objectives.
- Maintains complete and accurate records of staff training.
- Conducts annual Performance Evaluations for all staff consistent with Church and licensing requirements.
- Maintains up-to-date information regarding performance standards and expectations relevant to student transitioning to public school kindergartens, and ensures that instructional staff members are also well-versed about this area.
- Ensures the provision of a Christ-centered educational experience by incorporating CHUMC resources and opportunities in the program.
- Identifies a staff member as a designated substitute Director whenever the Director is absent from the office and notifies all staff of this designation.

### Communication Skills

- Implements systematic communications with parents and others through the use of a variety of resources, including the use of technology.
- Implements a plan for on-going communication with parents, including, but not limited to, the following: curriculum, changes in personnel, any planned changes affecting the children’s routine care, and maintains documentation of these efforts.
- Incorporates a variety of strategies designed to convey student performance/concerns/ issues as appropriate, i.e. daily student checklists, weekly or monthly newsletters, etc.
- Seeks parent/Church/Pre-School Board input on significant ideas/concerns, etc.

- Incorporates a systematic program of parent meetings throughout the school year, i.e. quarterly meetings or as needed.
- Attends and participates in meetings of the Pre-School Board.
- Meets systematically and communicates frequently with the minister of the Church.

## Acknowledgement

I hereby verify that I have received a verbal or written description of the job for which I am being employed, and I have been given the opportunity to ask questions about the essential functions of the position. I further verify that I am able to perform the essential function of the job described, with or without reasonable accommodations, and certify that I have requested any reasonable accommodations that may be required at this time. I further certify that I acknowledge my responsibility to request accommodations should they become necessary in the future, whether through change in my circumstances or through a change in the requirements of any position or task to which I am assigned. Finally, I agree to follow all of the Administrative Policies and Procedures of the Church as created and maintained by the Church Leadership Council/Pre-School Board

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Signature

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Date

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Printed Name

## Colonial Heights United Methodist Church Pre-School Employment Application

### Applicant Information

Position Applying for: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip Code

Telephone ( ) - \_\_\_\_\_ Alt. Telephone ( ) - \_\_\_\_\_

e-Mail Address \_\_\_\_\_

### Related Experience (List present or most recent employment first.)

Name of School or Business	Address of Employment	Dates of Employment		Title of Position	Name of Principal/Supervisor and his/her contact information	Reason for Leaving
		From Mo./Yr.	To Mo./Yr.			
		/	- /			
		/	- /			
		/	- /			
		/	- /			

If currently employed, may we contact your employer at this time? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Educational Background (A resumé not exceeding two pages may be submitted with this application.)

	Location (city/state)	Dates Attended (to-from)	Degree or Certificate Awarded	Areas of Emphasis Or Major
High School				
College/Univ.				
College/Univ.				
Other (specify)				

Please list any relevant special interests, skills or talents you have that would be helpful in a preschool environment: \_\_\_\_\_

### References

References should include persons who have first-hand knowledge of your professional competence and personal qualifications. Experienced teachers should include principals from any recent employment. References must be non-relatives. A minimum of three references is needed.

Name of Reference	Position/Name of School or Business	Address	Telephone or e-Mail Address

### Honors/Recognitions

Please list any honors or recognitions received relevant to the position.

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What do you consider your greatest strengths?

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Are there areas you would like to strengthen or in which you would like to receive additional training?

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Why do you think you should be selected for this position?

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I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: 1/rejecting my candidacy, 2/withdrawing of any offer of employment, or 3/terminating my employment.

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Signature Date

It is the policy of the Colonial heights United Methodist Church Pre-School to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

## General Background Information

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction, provide the date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district judge or a magistrate, which results in a fine, sentence, or probation.

You may omit: minor traffic violations and/or any offenses committed before your 18<sup>th</sup> birthday.

Have you ever been convicted of a criminal offense?  Yes  No

Are you currently under charges for a criminal offense?  Yes  No

Have you ever forfeited bond or collateral in connection with a criminal offense?  Yes  No

Within the last ten years, have you ever been fired from any job for any reason?  Yes  No

Within the last ten years, have you quit a job after being notified that you would be fired?  Yes  No

Have you ever been professionally disciplined in any state?

(letter of reprimand, revocation or suspension of license, etc.)  Yes  No

If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on that sheet and include your Social Security number.