



WEST U METHODIST JOB DESCRIPTION

JOB TITLE: West U Methodist School - Director

REPORTS TO: Senior Pastor

DIRECTLY OVERSEES: School Registrar, School Assistant Director, and all teaching staff.

STATUS: Full-time, Salary, 35 hours/week, Exempt

SALARY RANGE: \$50k - \$60k, depending on level of experience

WEST U METHODIST SCHOOL MISSION

West U Methodist School, in coordination with West University United Methodist Church, is dedicated to providing a comprehensive educational foundation in the context of a Christian community for staff, families, and young children, ages 12 months to 5 years old.

JOB SUMMARY

To coordinate, budget, and manage the successful operations of West U Methodist School (the Preschool) and supervise the employees, following the Texas Health and Human Services Child Care Regulations with a commitment to a caring Christian Faith environment.

MINIMUM REQUIREMENTS

Education/Certification:

Bachelor's degree in Education with a concentration in Child Development or Early Childhood. Hold Texas State Director's Certificate, or must be able to be certified as a director of a child care center per the Texas Health and Human Services (HHS).

Special Knowledge/Skills:

- Thorough understanding of the operations of a Preschool
- Strong organizational, communication, public relations, computer and interpersonal skills
- Ability to coordinate the Preschool's programs, events and activities
- Ability to implement policy and procedures
- Knowledge and implementation of Texas HHS child care guidelines and state licensing
- Comprehensive knowledge and proven success implementing programs for children, based on developmentally appropriate practices
- Accepts and respects differences in children, parents and coworkers
- Ability to manage a budget

Experience:

- At least 3 years' experience as a classroom teacher of preschool children
- Management experience as a director of a Texas Licensed child care center

MAJOR RESPONSIBILITIES AND DUTIES**Instructional Management**

1. Maintain, at all times, high-quality child-care standards based on developmentally appropriate practices.

Personnel Management:

2. Supervise all staff members of the Preschool, including substitute staff.
3. Determine staffing requirements, oversee hiring process and orientation and training for all new staff.
4. Provide accurate and meaningful annual performance evaluations for all Preschool staff, which includes providing regular feedback and coaching as appropriate to improve performance.

Management of Fiscal, Administrative and Facilities Functions:

5. Work with the Finance Director to develop an annual budget for the Preschool (to be approved by the Church Finance Committee), and establish controls to ensure that the Preschool adheres to the budget.
6. Meet with the Finance Director on a regular basis to discuss monthly financial reports and variances to budget.
7. Ensure that all programs of the Preschool are cost effective and funds are managed and approved.
8. Oversee the day-to-day functions of the Preschool and manage staff.
9. Oversee the planning, implementation, execution of special projects and events at the Preschool.
10. Develop and implement policies and procedures for the operation of the Preschool. Policies will be approved by the Church Board of Stewards and Staff Parish Relations Committee.
11. Assure consistent compliance with all Texas Health and Human Services Standards, including maintenance of annual fire, health and other inspections.
12. Coordinate the annual licensing of the Preschool with Texas (HHS) Child Care Regulation.
13. Oversee the maintenance of files according to Texas HHS Child Care Regulation requirements.

14. Maintain open, consistent and effective communication with parents, providing parent education training, assistance and support as needed.
15. Provide reliable, accurate and timely information about the Preschool to interested parties.
16. Maintain the Preschool's accreditation with The National Accreditation Commission for Early Care and Education Programs (NAC).
17. Participate in church staff meetings, retreats and seminars held by the Senior Pastor.
18. Follow all rules, regulations, and policies of West University United Methodist Church.

Professional Growth and Development:

19. Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs.
20. Oversee the training and professional development of all Preschool staff.

Preschool or Community Relations:

21. Use appropriate and effective techniques to encourage community and parent involvement. Represent the Preschool as needed at various neighborhood events to promote the Preschool.
22. Represent the Preschool in a professional, courteous and positive manner at all times.
23. Promote a positive, caring climate for learning for staff, students and parents.
24. Deal sensitively and fairly with persons from diverse backgrounds.
25. Communicate effectively with staff, students and their families.
26. Work alongside church staff when necessary, and communicate effectively with all church staff.

Physical Ability

27. Maintain physical ability to complete all essential functions and activities the position requires.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Please register your interest by emailing your resume to:

- Rev. Dr. Linda Christians lchristians@westumethodist.org
- Rev. Jill Daniel jdaniel@txcumc.org