Job Description
Little Hearts and Souls Preschool
Middlesex United Methodist Church (MUMC) Director/ Teacher
Effective August, 2013

**Director Position:** MUMC is currently seeking a Director I position for immediate hire prior to the start of the 13/14 school year. This unique opportunity gives the right candidate an ideal situation to create an environment at the start of the school year using their own talents and experiences while visioning growth for the future.

**Director/ Teacher is responsible and accountable for overall operation of the preschool in a manner which integrates and promotes the mission, vision and ministry of Middlesex United Methodist Church and ensures a high quality and safe learning environment for all children being served by the program.**

**Primary Responsibilities: Director**
- Ensure safe and caring environment for all children entrusted to the MUMC Little Hearts and Souls Preschool
- Ensure compliance with MUMC regulations and policies at all times.
- Attend staff meetings as specified to integrate the ministry of the preschool with other MUMC ministries
- With pastor, hire, resource and develop compassionate and high caliber staff including teachers, assistants and interns as well as review, mentor and monitor performance and development
- Set schedules, day plans, lesson plans, and field trips
- Communicate via newsletter or emails monthly
- Be responsible for keeping pastor up to date on all important and pertinent issues which need to be discussed in detail. Organize a record keeping system for staff regarding children's works.
- Meet regularly with parents and keep all parents informed of policies and procedures as well as conduct tours, initial interviews with prospective parents.
- Develop a school calendar of events as well as staffing calendar for time management, and field trips
- Conduct staff meetings with assistants as well as the Administrator/ Pastor as needed.
- Drive strong accountability and sense of urgency in process with regards to individual and teacher/assistant performance, focusing on key areas to help achieve expectations and foster continuous improvement
- Mentor teachers and assistants in all areas exhibiting strong leadership and direction on all situations
- Create and maintain a positive work environment and develop a nurturing culture for student
- Create and maintain a budget that is fiscally sound and responsible for the preschool
- Develop and implement fundraisers to sustain operating expenses of the preschool
- Participate in additional training and continuing education as needed
- Track registration and demographics of families attending and interested in preschool enrollment

**Primary Responsibilities: Teacher**
- Plan and implement daily schedule to meet physical, emotional, intellectual and spiritual, and social needs of children
- Provide a safe and secure learning environment for children to feel comfortable as well as provide positive guidance and support to children and parents
- Ensure equipment and facility are clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities
- Provide various experiences and activities for children including songs, games and story time
- Take precautions to ensure the health and safety of all children, parents and staff
- Ensure that children are supervised at all times and that conference and Safe Sanctuary guidelines are being followed at all times.
Job Requirements

Director /Teacher Position: Education and Experience:

• Bachelor’s degree in Early Childhood preferred, minimum Associate’s Degree
• Prior Early director experience a plus
• Minimum of 2+ years of experience in Early Childcare. Director level experience is preferable.
• CPR/First Aid certification training required
• Have the physical capacity to work with preschool children with minor lifting expected