

**Burke Presbyterian Church Preschool  
Burke Presbyterian Church  
5690 Oak Leather Drive  
Burke, VA 22015**

Burke Presbyterian Church Preschool is searching for an Interim Director to provide dynamic and thoughtful leadership to the faculty and staff, fulfill the vision, and serve by providing early childhood education experiences for young children and their families. BPCP is a ministry of the church and partners with the Interim Director to fulfill the preschool's mission:

*In grateful response to God's unconditional love for all people, Burke Presbyterian Church's Preschool recognizes the inherent value of all children and their families. Our goal is to provide a safe and joyful environment in which unique individuals are encouraged to grow into themselves. We create learning experiences to foster children's physical, emotional, cognitive, social, and spiritual growth and development. Further, we believe*

- \* that children are competent and capable and are gifts from a loving God*
- \* that children interact with their immediate world as a catalyst for learning*
- \* that children use play to explore, experiment, and discover the world around them*
- \* that children develop at unique timetables that are often uneven and unrelated to age*
- \* that children thrive in learning environments that nurture and sustain*
  - ~an emerging sense of self and empathy for others*
  - ~ both structured and unstructured learning*
  - ~ the disposition to learn both by one's self and with others as an enjoyable lifelong*

*pursuit*

**Interim Director of the BPC Preschool (Scheduled to reopen September 2021)**

**Short-term Duties:**

- Work with School Board to make global decisions:
  - Determine educational philosophy
  - Plan curriculum
  - Decide which classes will be offered, including timing and days
  - Establish school calendar and start date
- Work with School Board and preschool staff to determine necessary COVID procedures (i.e., policies that support a healthy school environment for staff and families):
  - Is it safe to open?
  - Policies and procedures once open (illness screening, staff leave, tuition)
  - Monitor local and national COVID situation (county cases and positivity rates, requirements for preschool opening/closing, etc.)
- Participate in Burke/Springfield Preschool Directors Group via monthly meetings and email correspondence; keep an eye on what other preschools are doing regarding reopening, staffing, tuition, and policies/procedures.
- Work with Office Manager to review and update:
  - Student forms
  - Staff forms
  - Parent handbook
- Recruit students:
  - Serve as "face of the preschool" to prospective parents
  - Direct Office Manager to place advertising and social media announcements

- Direct Office Manager/PTO volunteers to create an online presence (social media and website) that portrays the desired image of our preschool
  - Conduct tours (in-person and/or video/virtual)
  - Handle in-depth phone discussions about our program with prospective parents
- Plan school calendar that:
  - Incorporates parent involvement into the school year (parent committees, events)
  - Includes field trips, special programs, and holiday celebrations that build community
- Send regular emails and snail mail “touch points” to registered families about back-to-school procedures, reminders, resources, and important dates (meet your teacher, first day of school, back to school night, parent coffees, etc.)
- Seek ongoing feedback from parents about what is wanted and needed via surveys and other means of communication
- Staffing:
  - With School Board, decide on staffing philosophy
  - Create job descriptions
  - Advertise and recruit staff members
  - Interview and hire staff members
  - Update employee procedure manual
  - Train staff
- Manage supplies for start of school (work with Office Manager):
- Inventory what we have
  - Identify supplies needed
  - Organize supplies
  - Organize library and direct the purchase of needed books
- Purposefully build relationships with church staff, elders, and ministry chairs
- Work with Office Manager to make decisions about website edits to allow for easier updating by preschool and/or church staff (e.g., different WordPress template?)

### **Application Process**

Submit resume, contact information for at least 3 references from previous employers/evaluators, and a cover letter to [bpcpsearch19@gmail.com](mailto:bpcpsearch19@gmail.com)