

Director of Manassas Presbyterian Church Early Learning Center - Position Description

The Director of Manassas Presbyterian Church (MPC) Early Learning Center (ELC) is responsible to the ELC Board of Directors and the Session of Manassas Presbyterian Church for all aspects of the ELC operations. The ELC Director establishes and maintains ELC programs and curriculums, is responsible for marketing the school, enrollment, registration, selection and supervision of the staff, and adheres to the approved budget. This placement is a part-time, permanent position.

The ELC's program accepts children beginning at 2 years old and extends service to them through 6 years of age. The Director of the ELC will maintain a child focused, play-based environment, making the care and development of the children the first priority. The ELC Director is passionate about the role they are playing in this key ministry of Manassas Presbyterian Church. The ELC Director will be sensitive to the multi-cultural community of the area. They will be organized and sensitive to the needs for managing a complex set of challenges in a preschool the size of the MPC ELC.

The primary duties and responsibilities include the following:

Program Development

- ✓ Maintain age appropriate and individually appropriate program for the children.
- ✓ Regularly review curriculum and lesson plans, to ensure they reflect current best practices and the focus of the ELC.
- ✓ Oversee field trips.
- ✓ Encourage and provide opportunities for team building and staff collaboration.
- ✓ Remain current on issues and trends in early childhood development and adapt program as necessary.
- ✓ Plan an annual school year calendar.
- ✓ Recommend program changes, as needed, to the ELC Board.

Marketing, Enrollment, and Registration

- ✓ Implement strategies to recruit, with an emphasis on growing enrollment including advertising and tours.
- ✓ Update school forms and registration materials annually.
- ✓ Observe children, as necessary, to ensure appropriate school/class placement.
- ✓ Communicate with parents regarding admission status.

Program Maintenance

- ✓ Participate in the local preschool directors' group.
- ✓ Schedule and run regular staff meetings and planning sessions.

- ✓ Regularly observe classroom teachers and provide timely feedback and suggestions.
- ✓ Update Parent and Staff Handbooks as needed. Review handbooks annually for needed updates.
- ✓ Maintain the program as described in the ELC By-laws and the ELC Policies.
- ✓ Maintain the ELC resource library (children's books and teacher library materials) to be age appropriate and inclusive for race/culture/disability/family life, etc.
- ✓ Ensure the indoor facilities and playground are kept in safe, working order and report to Property Ministry team any necessary maintenance work.
- ✓ Ensure the ELC meets all state and local guidelines (Fire drills/code, health, and safety drills etc.)
- ✓ Maintain required school supplies and equipment.
- ✓ Develops ELC in-services & evening programs.
- ✓ Participates in, promotes, and supports family school functions and staff lunches.
- ✓ Plans and coordinates the annual spring Art Show.
- ✓ Plans and coordinates staffing and theme for the Summer Camp offerings.

Finances

- ✓ Participate in preparation of the annual budget.
- ✓ Adhere to the approved budget provided by the ELC Board of Directors.
- ✓ Prepare payroll/timesheets twice a month for the MPC Financial Administrator.
- ✓ Prepare payables and receivables for the MPC Financial Administrator.

Staff Administration

- ✓ Supervise and delegate responsibilities to the office staff including, but not limited to staff and student records, tuition payments, acquisition of supplies.
- ✓ Provide daily supervision of staff.
- ✓ Advertise and accept applications for staff positions.
- ✓ Interview prospective staff and make recommendations to ELC Board for all staff positions.
- ✓ Develop and implement a staff training program, to include overseeing the orientation program for staff.
- ✓ Ensure staff receives required hours of training through in-house training and notifies staff of outside opportunities.
- ✓ Maintain staff schedule and ensure a list of substitutes is available. Keep track of time-off for staff and arrange substitute teachers.
- ✓ Evaluate staff performance at 6 weeks for new hires; annually for returning staff.
- ✓ Perform other duties as assigned by the ELC Board.

Communication

- ✓ Act as liaison between preschool staff and the church staff. Attend MPC staff meetings.
- ✓ Open and maintain communication between staff and between ELC Board and staff.
- ✓ Prepare monthly article for MPC Newsletter.
- ✓ Prepare an annual report for MPC.
- ✓ Ensure communication with parents through regular newsletters, emails, social media and personal contact.
- ✓ Maintain a visible presence among staff, students, and families.
- ✓ Attend monthly ELC Board meetings, providing a report of operations.
- ✓ May be requested, or may request, to attend MPC Session meetings as appropriate.
- ✓ Provide direction and support for the PTO and encourage appropriate parent involvement.
- ✓ Oversee and provide updates to technological communication including the website and social media.

Training/Certification Requirements

- ✓ Pediatric CPR
- ✓ First Aid Certification
- ✓ Medication Administration Training (Must be willing to be trained as soon as possible; applicant will probably not have this training unless they are currently working as a director.)
- ✓ Completes a minimum of 16 hours of Early Childhood Education Training annually.

Education/Experience Background

- ✓ Ability to read, write and speak English clearly.
- ✓ Ability to exercise good communication skills with both young children and adults.
- ✓ Educational background or significant experience (5 years or more) in early childhood development.
- ✓ Exhibit a passion for children and their families.
- ✓ Must be free from any disability which would prevent them from caring for and providing for the safety of the children.
- ✓ Must provide a negative PPD test or approved screening from a health professional.
- ✓ Must agree to criminal background and child protective services checks.
- ✓ Must abide by MPC's Child Protection Policy.

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