

Director of Manassas Presbyterian Church Early Learning Center – Position Announcement

Position: Director of the Manassas Presbyterian Church (MPC) Early Learning Center (ELC) Preschool

Position Type: Part time, permanent with modified summer hours

Salary Range: \$32,000- \$38,000

Position Description: The ELC Director establishes and maintains preschool programs and curriculums, is responsible for marketing the school, managing enrollment, processing registrations, selects and supervises the ELC staff (one office assistant and up to 18 teachers). Ability to lead and manage staff is required. Communication skills are required to maintain relationships with church office and teaching staff, families, the Board of Directors, and other MPC ministry teams. The ELC Director provides a report to the ELC Board of Directors at monthly meetings for all aspects of the preschool operations. The Director is a staff member of Manassas Presbyterian Church.

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 their 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 ELC had an enrollment of 75 students for school year 2024/2025.

Responsibilities: The ELC Director is responsible for the development and maintenance of the programs offered each year in collaboration with the Board of Directors. The Director must ensure compliance with state law along with ELC By-laws and policies. Other responsibilities include hiring and management of preschool staff. This includes staff development and monthly meetings, developing a school calendar, maintaining the resource library, following and preparing an approved budget, and tracking and providing time sheets for payroll submission. Knowledge of updating websites and social media outlets is preferred.

Requirements: Must be a team player, self-motivated, organized and prepared each day. Ability to read, write and speak English clearly. Must be free from any disability which would prevent them from caring for and providing for the safety of the children. Maintaining Pediatric CPR and First Aid Certification is required. Must agree to a criminal background check.

Education/Experience Background: Early Childhood Education degree preferred. Significant experience (5 years or more) in early childhood development will be considered.

References: three professional references will be required

To submit your resume or for questions please contact: ELC@MPC-VA.org