

# **The Learning Center Preschool Director**

## **Job Description**

### **Position Summary**

The Preschool Director is responsible for the day-to-day administration and operation of The Learning Center (TLC) and its programs. He or she has the responsibility for the supervision of the teachers, assistants and staff. The individual will work closely with the Senior Pastor and the Business Manger to support the mission of TLC and the ministries of First United Methodist Church.

Full time, 40 hours per week

### **Duties and Responsibilities:**

1. Organize and oversee all daily operations, ensuring compliance with all state licensing laws.
2. Hire, supervise, and develop (spiritually and professionally) our outstanding preschool staff
3. Facilitate and maintain VPK Program
4. Work cooperatively with the staff and laity of the church.
5. Create, oversee and implement the preschool budget.
6. Prepare invoices and collect tuition.
7. Assess need and order necessary supplies
8. Attend monthly staff and church council meetings.
9. Facilitate preschool staff trainings and meetings.
10. Organize registration, enrollment and communication with prospective families.
11. Maintain staff and student files
12. Plan the school calendar, including events to build community with the church and preschool.
13. Oversee maintenance of classrooms, equipment and playground.

### **Qualifications and Skills:**

1. Profess Jesus Christ and be an active member of First United Methodist Church of Winter Garden, if hired.
2. Have a sincere calling for this position
3. Must meet the requirements for a credentialed instructor as well as a credentialed director, with VPK endorsement as outlined by the Department of Children and Families.
4. Passion for working with young children, their families and teachers/staff.
5. Strong organization, leadership and communication skills.
6. Problem solver
7. Creative and innovative

8. Working knowledge of state and federal laws related to the function of preschool operations and compliance requirements.
9. Must possess and demonstrate sound business management practices, with knowledge of basic wage and hour regulations.
10. Computer skill for Microsoft Office.
11. Basic accounting

### **Reports To**

The Director of Preschool is directly accountable to, supervised and guided by the Pastor. He/she also relates to the Staff Parish Relations Committee according to the Book of Discipline of the United Methodist Church.

The first three months will be a probationary period with required weekly communication with the Pastor. Annual evaluation will be conducted by the Pastor and/ or the Staff Parish Relations Committee and salary increases will be discussed at that time.