



Job Description: Learning Academy Preschool Director

JOB TITLE: Preschool Director

DEPARTMENT: Educational Program

FULL-TIME OR PART-TIME: Full Time / 38 hours per week

General Summary:

The Director of Preschool Education provides spiritual, educational, and operational leadership for the Learning Academy Preschool (LAP) serving children ages 18 months to 5 years. This role oversees daily preschool operations, staff supervision, curriculum development, regulatory compliance, financial and enrollment processes, administrative functions and reports to the senior pastor. The Director supports and promotes the mission of Wylie United Methodist Church by fostering a Christ-centered, nurturing learning environment that supports each child's emotional, intellectual, and spiritual development while equipping staff and families for ministry.

Essential Job Functions:

- Oversee full planning and operation of the Christian preschool program.
- Recruit, hire, train, evaluate, and supervise preschool staff, substitutes, and volunteers.
- Establish and implement developmentally appropriate, goal-oriented curriculum aligned with church mission.
- Ensure compliance with all state licensing, safety, background check, and certification requirements.
- Prepare and share the preschool budget, cost of ministry, payroll coordination details, tuition structure, and financial reports to the Wylie United Methodist Church Leadership Board for review and approval.
- Collect, record, and submit tuition payments and assist with past-due tuition follow-up.
- Maintain accurate student and staff records including medical, licensing, enrollment, attendance, and personnel documentation.
- Develop and coordinate marketing, enrollment, and community outreach efforts.
- Maintain preschool facilities, equipment, supplies, and operational readiness.
- Recruit LAP Council members annually to ensure appropriate preschool representation, and schedule and attend LAP Council meetings at a minimum on a quarterly basis.
- Plan and support chapel programming as needed and model Christian values and leadership.
- Maintain a safe, welcoming environment for children, families, staff, and visitors.

General Administration:

- Prepare registration materials, student, staff and parent handbooks, and school communications.
- Maintain enrollment data, class rosters, attendance, and reporting through preschool

software systems.

- Coordinate preschool calendar in alignment with church and local school district calendars.
- Prepare newsletters, parent communications, tours, and event coordination.
- Maintain licensing documentation and student file compliance checklists. ●
- Manage visitor logs, safety drills, and crisis preparedness documentation. ●
- Order, receive, inventory, and distribute supplies and materials.
- Assist with arrival/dismissal, classroom coverage during emergencies, and special events as needed.
- Maintain confidentiality of all student, family, staff, and church information.

Minimum Job Requirements:

- Bachelor's degree preferred; Early Childhood, Education, Child Development, Counseling, or related field preferred.
- Minimum 2–3 years experience in early childhood education, preschool administration, or related field (paid or volunteer).
- Demonstrated understanding of Christian values and ability to model Christ-like leadership.
- Strong organizational, communication, record-keeping, and computer skills. ●
- Knowledge of or ability to learn state childcare licensing standards and compliance processes.
- Ability to work collaboratively with church staff, families, and preschool personnel. ●
- Must pass background check, fingerprinting, and required church safety training. ●
- Ability to meet physical demands including lifting 20–40 pounds, standing, walking, bending, and climbing stairs.
- Must be dependable, professional, and able to maintain confidentiality.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.