

PLAYSCHOOL DIRECTOR

Supervisor: Children's Minister

Full time

Hours per week: 30

Monday – Friday: 8:00-2:00

OUR MISSION

Along with the responsibilities below, all ministry staff at Front Street are ministers in regard to their role in relationship to the mission of the church. The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. Our desire is to transform all people into passionate followers of Jesus Christ. This transformation happens as we experience community with God in worship, build community with one another in discipleship, and extend life-giving community to our world through missional living. Therefore, the primary role of every ministry staff member of Front Street is discipling—through Godly relationships, modeling for others the love, grace, mercy, and generosity of our Lord.

KEY RESPONSIBILITIES

The Director oversees all aspects of the Playschool program, including:

Representation and Communication

- Representing the Playschool:
 - in meetings with families of prospective or current students;
 - to any groups within the church expressing questions, concerns or interest regarding the program;
 - in other situations requiring a spokesperson for the Playschool.
- Communicating frequently and in a timely manner with parents through a prepared Parent Handbook, a Parent Orientation, Brightwheel App, the Playschool website, Facebook page, emails, and texts. Respond to emails, texts or phone calls within 48 business hours. The Handbook should include a school calendar, policies, teacher contact information, and fee information
- Being accessible to parents and staff. Offer guidance and support to parents when asked, or when a need is perceived by a classroom teacher.

Enrollment and Student Records

- Conducting registration and notification of acceptance of students into classes.
- Supervising Playschool arrival and dismissal.
- Gathering and maintaining records for each child, including (but not limited to) the original application, medical records, a discipline form, and permission forms.

Parent Engagement

- Meeting with the Playschool Parent Collective and helping to facilitate events, fundraisers, etc. planned by that group.

Staff Management

- Hiring new staff and discharging staff when necessary.
- Providing playschool staff with training, as outlined in the Employee Handbook, as well as training on Brightwheel, safety procedures, and staff development.
- Conducting monthly staff meetings with playschool staff to provide updates and information.
- Finding and securing substitute teachers when necessary.

Financial and Administrative Oversight

- Managing the purchase of supplies and maintaining invoices or receipts.

- Setting up and maintaining student accounts on Brightwheel which includes all financial accounts as well as other necessary forms.
- Reviewing teacher pay scales with the Playschool Oversight Board and creating contracts in duplicate in accordance with the Playschool budget by June 15.
- Overseeing all aspects of Summer Camps, including organization, setup, operations, and financial management.
- Overseeing the annual registration process for the upcoming school year, beginning each January.
- Ensuring the Playschool website remains current by liaising with the Front Street Communications Coordinator regarding all updates and changes.
- Providing to the church Finance Manager bi-monthly salary information for each Playschool staff member, as well as check requests for reimbursements and payment of bills incurred by the program.
- Preparing quarterly budget reports for the Front Street Finance Team.

Facilities and Safety

- Consulting with the Building Superintendent and Administrative Assistant regarding use of church facilities and scheduling Playschool functions on the church calendar.
- Serving as a liaison with other groups using the same space in the church.
- Attending Front Street committee meetings, when requested, may be required.
- Ensuring that proper liability insurance is held by the program.
- Ensuring rooms and facilities are up to fire code standards for yearly inspections; conducting monthly fire drills.

QUALIFICATIONS

- College degree preferred
- Strong technology skills required, including proficiency with email and Microsoft Office programs (Word, Excel, Outlook, etc.)
- Certifications required: CPR and First Aid certifications
- Successful completion of a background check required

PERSONAL ATTRIBUTES

- A strong Christian faith and commitment to the mission of the church.
- Passionate about working with children and fostering their spiritual, emotional, mental, and physical growth.
- Compassionate and patient, with a heart for service.

This position reports directly to the Children's Minister and is accountable to the Playschool Oversight Board.