

TITLE: THE FLOCK PRESCHOOL DIRECTOR Salary (25-32 Hours per week)

PURPOSE: To supervise and to coordinate developmentally suitable 2-, 3-, & 5-day programs for preschool children during the Cabarrus County regular school year and 4-day summer camps for preschool and elementary children with a contextual understanding of the teachings of Jesus Christ.

ACCOUNTABILITY: The Flock Preschool Board

RESPONSIBILITIES:

- To hire, supervise, support, and conduct trainings for teachers.
- To attend regular meetings with Preschool Board.
- To plan the budget.
- To meet monthly with teachers for planning and scheduling.
- To conduct and document emergency drills based on NC codes.
- To maintain standards of a professional educator by attending workshops, conferences, and seminars and networking with other Preschool Directors.
- To send out registration forms, to enroll potential students, and to collect registration fees. To conduct Preschool tours for prospective families.
- To update The Flock Preschool Handbook, student forms, and class lists annually or as needed, as well as establishing the school calendar and prepare and distribute orientation packets.
- To schedule special classes/events during the school year.
- To collect tuition for preschool classes and fees and deliver to the church accountant.
- To keep records:
 - Tuition
 - Attendance
 - Student Files
 - Teacher Files
 - Substitutes
 - Inclement Weather Days
- To purchase supplies and materials for school within budget.
- To recommend to Preschool Board large equipment items for purchases.
- To schedule, plan for and/or conduct special activities such as field trips, parties, classroom Open Houses, school photographer, speech and language screening, and vision screening. Coordinate and clear schedule of rooms with the church office.
- To maintain contact with parents/guardians. Examples: Brightwheel, e-mail, informal phone conversations, informal meetings, newsletters.
- To confer with teachers to help evaluate each child's progress.
- To communicate with Epworth UMC as needed through weekly E-blast and other church media sources.
- To maintain proper severe weather schedule by following the Cabarrus County School District closure and delay schedule (is appropriate). Director will initiate proper protocol if there is another reason to close (ex: water line break).
- To respond to all inquiries regarding Preschool program and give tours to prospective families.
- To assist in organization and implementation of various fund-raising projects.

- To communicate with other agencies and treatment teams, as needed for special needs students. Consult with parents/guardians of special needs student prior to registration to evaluate whether The Flock Preschool can meet their child's needs. Once it is determined that child will enroll, meet with family before the start of school to insure everything is in place to support child's success while enrolled.
- To maintain a connection with Epworth United Methodist Church by open communication with church staff, The Chair of the Board of Trustees and by involving church members in appropriate programs like the "grandparent" program.

REQUIREMENTS: Minimum of bachelor's degree in field of education or equivalent experience in the field of early childhood education.

EVALUATION: Annual performance review will be conducted by the Preschool Board involving members of the Preschool Board including Church Pastor with input from selected Preschool Teachers and selected parents/guardians of students.