

Job Title: Teacher/Director – The Learning Tree Preschool
Reports To: Senior Pastor
Status: Part-Time, Salaried (Non-Exempt)
Hours: Approximately 28 hours per week
Compensation: \$20,000 annually
Benefits: PTO, sick leave, parental leave, and bereavement leave



Overview

The Learning Tree is a ministry of St. Paul United Methodist Church in Muskogee, Oklahoma, providing a 15-hour weekly preschool program for children ages 2–4. The mission of The Learning Tree is twofold: to offer high-quality early childhood education and to further the mission of St. Paul UMC— *“To Reach People for Christ and Develop Deeply Committed Christians.”* We are seeking a compassionate, organized, and spiritually grounded individual to serve as both **Teacher** and **Director** of this vital ministry.

Primary Responsibilities

Teaching (Monday, Wednesday, Friday – ~18 hours/week)

- Serve as lead teacher for one of the preschool classes
- Provide a safe, nurturing, and developmentally appropriate learning environment
- Plan and implement engaging curriculum and age-appropriate activities
- Foster emotional, social, cognitive, and spiritual development
- Maintain clear and effective communication with parents/guardians
- Ensure daily classroom setup and cleanup (with aid from support staff)

Administrative Leadership (Tuesday and Thursday – ~10 hours/week)

- Provide leadership and supervision to the preschool staff, including one teacher and two aides
- Oversee daily operations and compliance with safety and health standards
- Develop and manage program calendar, class rosters, and documentation
- Coordinate enrollment, parent communication, and preschool events
- Manage supply inventory, budgeting, and communication with church leadership
- Collaborate with the Senior Pastor and church staff to align program with church mission

Qualifications

- Experience in early childhood education, teaching, or childcare preferred (degree in education or related field preferred)
- Demonstrated administrative and leadership skills
- Ability to plan and implement age-appropriate curriculum
- Excellent communication and interpersonal abilities
- Strong organizational and time management skills
- Willingness to uphold and promote the values and mission of St. Paul United Methodist Church
- Background check and child safety training required prior to employment

Work Schedule

- **Monday, Wednesday, Friday:** approx. 6 hours per day (5 hours teaching, 1 hour prep/cleanup)
- **Tuesday, Thursday:** approx. 5 hours per day (administrative work)

Work Environment

This position operates within a church setting and values a collaborative, faith-centered approach to education and leadership. The ideal candidate will be a supportive team member, a caring educator, and a ministry partner who sees this role as both a job and a calling.

To apply: email complete application and introduction letter to rev.dylanward@stpaulmuskogee.com