

Job Description – Davidson United Methodist Church

Title: DUMC Preschool Director	FLSA Status: Exempt	Employment Status: Part-time
Reports to: Director of Children’s Ministries	Department: Next Generation Ministry	Supervisory Responsibilities: Preschool Staff
Date Created/Last Evaluated: 10/26/2023		

Position Summary: The Preschool Director is part of the Next Generation Team at Davidson United Methodist Church and provides oversight for and is integral in the day-to-day operations of the weekday preschool. This role engages our young people and their families through your presence and the example you are as a disciple of Christ. You will interact with preschool age people and their family members, positively lead a staff of 20-35 people that includes assistants and preschool teachers and embody that our preschool is a mission of Davidson United Methodist Church.

Qualifications Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Bachelor’s Degree or combination of education and experience in a childcare or educational setting.
- Minimum of 5 years of experience in leadership roles
- Minimum of 5 years of experience working with children, preferably in a preschool setting

Knowledge, Skills and Abilities:

- Thorough knowledge and understanding of preschool operations and curriculum
- Must be proficient in various computer systems and software, including MS Office products
- Be respectful of United Methodist tradition and practices, practicing Christian preferred
- Working knowledge of various communication channels
- Excellent verbal and written communication skills
- Proven leadership skills and progression
- Strong decision making skills

Essential Functions:

- Oversee all preschool operations and staff through day-to-day work, meetings, challenging situations, and times of joy
- Develop a team of teachers who love children and care for their families
- Oversee day to day operations of the school day
- Schedule and attend school wide events
- Direct and manage programs for recruitment, enrollment and retention

- Collaborate with the Next Generation Ministry Team in planning and executing churchwide events
- Prioritize and provide a safe space for children and staff
- Manage and be a good steward of resources and supplies
- Maintain confidentiality
- Handle conflict resolution in a healthy and timely manner
- Oversee marketing of the preschool to prospective families through a variety of channels
- Demonstrate Christian faith through actions and leadership
- Present an inviting, warm, and belonging presence to all through come in our doors.

Physical Demands:

- Ability to bend down to a child's level.
- Prolonged standing and moving around a classroom, hallways and play areas.

The above statements are intended to describe the general nature and level of work performed by individuals in this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of the position. All employees may have other duties assigned at any time.