

Preschool Director opening

Full-time, 40 hours a week, position at First United Methodist Church, Preschool, Gainesville, FL. This person is the director of a 50-student capacity, full-day, and faith-based Christian preschool in downtown Gainesville, supervising teachers, aides and custodial staff and working with volunteers and the governing board of the school. This person reports to the Senior Pastor of the church and the governing bodies of the church organization.

Qualifications: Must have a high school diploma; Bachelor's degree in early childhood education or business administration preferred; be at least 21 years old; must have a state of Florida licensed Child Care Center Director credential or within 6 months of receiving an active license. The candidate must have an out-going personality, be able to relate well with both young children and adults, have a servant's heart, and experience in a preschool setting as well as a desire to lead the operation of a Christ-centered, faith-based preschool.

Experience: at least 2 years experience as a lead teacher or director of a preschool, 5 years preferred.

Responsibilities:

1. Create and maintain annual budget
2. Supervise all teachers, aides and custodial staff
3. Work with Lay Preschool Board as the staff representative
4. Maintain all licensing requirements, including personal credentials, federal, state and local regulations, and all United Methodist Church guided practices
5. Maintain all required paperwork for students and office files
6. Handle and supervise all administrative functions of the preschool
7. Create systems that maintain self sustainability of the preschool
8. Work with the Church Administrator, Financial Committee, Church Trustees, Church Council, and Staff Parish Relations Team in the administration of the preschool as is required.
9. Attend all weekly staff meetings with the Senior Pastor
10. Maintain all communications with the Preschool employees, church, parents and students as needed
11. Maintain quality of education, child care and christian education
12. Other duties as needed and established by the team

Compensation:

This position is a salaried, exempted position, expected to work at least 40 hours a week. Benefits include salary, pension, paid holidays, vacation and sick days. Compensation is competitive and based on experience and qualification. Range from \$30,000 to \$40,000 annually.

All qualified candidates should direct their resumes, cover letters, and inquiries to the church office at the following email address: daverill@fumcgv.org

All candidates must submit their resumes electronically before February 15, 2015 to be considered. Candidates will be notified shortly thereafter as to whether or not they have received an interview.