

Preschool Director Opening

Full-time, 40 hours a week, position at First United Methodist Church Preschool, Gainesville, FL. The school is a full-day, faith-based Christian preschool in downtown Gainesville with plans to grow beyond its current 50-student capacity. Director's duties include staff supervision and working with parents, 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 current State of Florida licensed Child Care Center Director credential, an outgoing personality, be able to relate well with both young children and adults, have a servant's heart, and have 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. Supervise all teachers, aides, and custodial staff.
2. Work with the Preschool Board as the staff representative.
3. Handle and supervise all administrative and marketing functions of the preschool.
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. Create and maintain an annual budget.
7. Create systems that maintain self-sustainability of the preschool.
8. Work with the Church Administrator, Finance 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 the quality of education, child care, and Christian education.
12. Other duties as needed and established by the team

Compensation:

Salaried, exempted position, expected to work at least 40 hours a week. Benefits include salary, pension, paid holidays, and sick days. Compensation is competitive and based on experience and qualifications. Range from \$36,000-\$46,000.

Qualified candidates should direct their resume, cover letter, contact information for at least 3 references who can comment on their professional experience and qualifications, and inquiries to the head of the Search Committee: rbsammons@hotmail.com Candidates must submit their applications electronically on or before February 5, 2016, to be considered. All candidates will be notified shortly thereafter whether or not they will be invited for an interview.