



Narberth Presbyterian Church Narberth, Pennsylvania

TITLE: Director, Christian Preschool

PURPOSE: To oversee the operation of the Christian Preschool (CPS) of Narberth Presbyterian Church, provide supervision and direction for all CPS Staff and activities so as to reflect God's love for the children and foster their spiritual, intellectual, and social-emotional growth. S/he will ensure that the preschool operates within the church policy, aligns with the NPC mission and vision, and integrates with other ministries.

PRINCIPAL RESPONSIBILITIES:

Instructional Leadership

- Establish a culture of excellence and caring; maintain healthy staff relations and positive morale.
 - In cooperation with the CPS Advisory Board, follow the school's Vision, Mission and Goals.
 - With the Personnel Committee and CPS Board, attract, hire, retain qualified teachers, assistant teachers and support staff to fulfill the mission of the school.
 - Maintain regular staff prayer times and hold staff meetings.
 - Model NPC Core Values to parents, teachers, and students.
- Oversee and regularly review and modify the curriculum as appropriate to stay abreast of best practices.
- Integrate Biblical teaching throughout curriculum to prepare students for kindergarten and life.

Operations and Environment

- Comply with all DHS, health, safety, state and federal requirements as may pertain to the operation of the CPS and licensure. Oversee compliance amongst all staff and provide training when necessary.
- Designate a staff person who is responsible for compliance with the DHS in the Director's absence.
- Oversee the budget for school operations and staff compensation and be a good steward of school resources.
- Establish, and maintain an accurate, efficient system for collecting and recording all income utilizing Brightwheel.
- Work with NPC facilities staff to maintain safe and secure conditions for the children at all times.
- Hold preschool staff meetings as needed, with at least 2 per month.
- Attend staff meetings of the church as scheduled by the senior pastor.
- Conduct fire and emergency drills with staff educated on proper procedures every 30 days.
- Maintain a CPS policy regarding emergency closings – including communication procedures

for notifying parents and staff at the time of any such emergency.

- Apply for and maintain annual childcare operating license with the Department of Human Services.
- Organize and direct the special events and field trips for CPS.
- Coordinate the planning, staffing for all extracurricular CPS programs.
- Ensure adherence to NPC's Child Advocacy Policies and Procedures by all CPS personnel.
- Supervise the work of the bookkeeper and the processing of all financial transactions.
- Maintain list of substitute teachers and secure substitutes and added staff as needed.
- Order and maintain adequate curricula, supplies, classroom toys and other materials.
- Maintain complete records for every staff member and every child in the school, and update them regularly
- Respond quickly and effectively to emergency situations.

Communication

- Coordinate and maintain prompt, effective communication with parents, teachers, students, and community using email, Brightwheel, electronic newsletters, social media, school website, text, banners, flyers, etc. Provide frequent updates to parents through written and verbal means regarding schedule, events and other pertinent information.
- Present the program of CPS to the community, NPC, and parents by providing articles and announcements for church publications, parent meetings and coffee hours.
- Supervise, train and regularly observe the work of all CPS employees. Conduct a formal observation of each one at least once per year with a feedback session. Complete a written report of each annual review session that includes agreed-upon goals and a correction plan for any deficiencies identified.
- Prepare and distribute annually the CPS Handbook and Directory for all CPS families.
- Implement the annual school calendar and communicate it as appropriate to CPS Board and staff, other NPC staff, and parents of students.
- Work closely with the Director of Children's Ministries to connect school families with the church, coordinate events and share resources as fully as possible.
- Meet regularly with the Chair of the Board of Advisors to assure that all program decisions align with NPC goals and policies
- Maintain a focus on the Christian mission of the Preschool by leading staff in regular prayer gatherings; ensuring that curriculum content and social/emotional instruction includes instruction in the Bible and Christian values; and meeting challenges with an attitude of prayer

Outreach and Enrollment

- Ensure that the preschool maintains full enrollment.
- Coordinate and maintain effective outreach to the community.
- Interview and select, with assistance from the teaching staff, prospective students and meet with their parents. Respond to phone and email requests from prospective families, schedule and conduct classroom visits and tours as requested.
- Match students to classrooms with concern for personality mix and age.

EDUCATION AND EXPERIENCE:

- At least five years' experience at a preschool as a director or teacher. A bachelor's degree in Early Childhood Education is preferred, but a bachelor's degree in Elementary Education or

other related education field will be considered with appropriate directing/teaching experience.

- Experience with leading an organization, including staff hiring and supervision, customer relations, maintaining institutional protocols and regulations, and maintaining professional discipline in the face of adversity. Credentials in educational administration a plus, but not required.
- An Associate degree in early childhood education child development, special education, elementary education or the human services field from an accredited college or university, and ten years of experience with children will also be considered.

SKILL AND PERSONAL PREREQUISITES:

The Director must have a strong personal faith in Jesus Christ and must strive to personify the Core Values of NPC, seeking to live as a disciple of Jesus Christ. He/she should be Biblically literate and proficient and have a passion to minister to children and families. Key skills required of the Director include the ability to:

- Multitask
- Communicate and relate well with children, families, volunteers, staff and administration
- Function as a team player and a leader
- Effectively organize and delegate tasks to teachers and volunteers as appropriate
- Manage the financial resources of the Christian Preschool with integrity and excellent stewardship
- Respond quickly to emergency situations
- Have current pediatric CPR and First Aid Certification

WORK SCHEDULE AND CONDITIONS:

The position of Director is a part-time (30 hours per week - 8:30-2:30pm).

REPORTING RELATIONSHIPS:

The Director of the Christian Preschool (Director) reports to the Chair of the CPS Board of Advisors, who reports to Session. The Director is a member of the CPS Board of Advisors and a member of the Christian Education Committee of NPC.