

**CYPRESS LAKE UNITED METHODIST CHURCH  
JOB DESCRIPTION**

JOB TITLE:	<b>Director of Bright Beginnings Early School</b>
REPORTS TO:	Senior Pastor
POSITIONS SUPERVISED:	Teachers and Staff
CLASSIFICATION:	Salaried/Exempt
WORK SCHEDULE:	Minimum 40 Hours per week
COMPENSATION SCHEDULE:	Bi-monthly (24) payments

**POSITION SUMMARY**

The ideal candidate will have administrative and early childhood experience as well as a strong Christian faith. The director is responsible for establishing policies to run the preschool, for appointing the appropriate staff members to carry out the directives, and for explaining the policies to parents. The director will develop and maintain the budget, oversee teaching staff, implement appropriate curriculum, maintain student and staff files and keep DCF and VPK licenses current year to year. Director must feel comfortable speaking in front of parents and children, have a working knowledge of social media, data entry and word processing programs. Communication with families is a daily job. Ability to multi task, be flexible and have FUN are all must haves for this position.

**Requirements & Qualifications:**

- Minimum of a 4 year college degree, preferably in Early Childhood, with a Florida Child Care Director's Credential.
- Must be a practicing Christian, member of a local church.
- A minimum of five years experience in the Early Childhood field as a teacher and/or administrator.
- Able to work with children and adults on a daily basis and develop positive relationships with all ages
- Must demonstrate ability to organize, coordinate and administer programs.
- Leadership experience and ability a necessity.

**Responsibilities:**

1. Responsible for the day to day administration and coordination of Bright Beginnings Early School, and Summer Camp directors and their programs, which are all ministries of Cypress Lake United Methodist Church. Responsibilities include, but are not limited to:
  - Being in ministry and praying for staff and families on a regular basis.
  - Representing the church and school to prospective and current parents and the general public, promoting the church to the school and the school to the church.
  - Work closely with children's ministry staff and other church staff to assure that the program is in keeping with the mission of the church. Attend church staff meetings.
  - Coordinates schedules and shared space within the church.

- Be involved with church activities, especially those involving children. Attend the quarterly Church Council and other church committee meetings as needed.
  - Submit regular articles to the church newsletter and bulletin.
  - Coordinate with church Board of Trustees on building needs and repairs
  - Responsible for weekly Chapel services, either conducting them or coordinating with church or preschool staff to do so
  - Hiring, evaluating and supervising staff, maintaining personnel files, meeting Continuing Education requirements, training and screening requirements, implementing in-service training, fostering a spirit of Christian community among the staff. Lead regular staff meetings. All under the direction of the church Staff Parish Relations Committee.
  - Provide spiritual leadership for the staff, including prayer time, devotions at staff meetings, etc
  - Choosing and supervising use of appropriate curriculum for each age group.
  - Maintaining confidentiality regarding all church and school related conversations and business
  - Providing leadership and input to the school Advisory Board as it plans for the continued success of the weekday programs, being an ex-officio member of the Board. Work with Board to define policies of admission, attendance, tuition and educational goals
  - Work with the Church Administrator and Financial Secretary to plan for the finances of the program, keep within the budget and plan for the financial future of the programs.
  - Responsible for maintaining all licensing standards and requirements with Department of Children and Families, County Health Department, and the Early Learning Coalition, and keeping all related records and reports.
  - Develop and maintaining safety procedures, such as fire drills, lockdown drills, etc., and be informed of liability and legal responsibilities.
  - Meet and orient prospective families
  - Preparing monthly newsletter and calendar for parents
  - Coordinating Parent's Nights, parenting classes and other informational events for parents
  - Keep current list of resources for parents regarding their child's educational needs
  - Work with Administrative Assistant in coordinating registration, Voluntary PreK paperwork and other paperwork
  - Recruiting and coordinating classroom and school volunteers
  - Maintaining educational supplies and material for teacher use, ordering what is needed in classrooms
  - Maintain educational credentials, attending and participating in professional conferences, lectures, in-service program, etc.
  - Make time for regular, personal, spiritual renewal.
2. Responsible for overseeing the Directors Bright Beginnings Summer Camp
- Supervise director of Summer Camp.
  - Work with Camp director in planning summer schedule, building usage, bus usage, staff hiring

Compensation:

Salary Range	\$42,000 - \$48,000
Health Insurance	80/20 cost sharing after 90 day probationary period
Health Savings Account	\$1,250 annually
Pension	6% match of salary after twelve month anniversary
Continuing Education	A minimum of two units per year
Vacation	Per the employee policy of the Bright Beginnings Pre-School