

# Ferry Farm Baptist Church Preschool Director Job Description

**Guidance and Direction from:** The FFBC Weekday Preschool Committee

**Effective Start Date:** Undetermined, but our desire is a Fall 2021 start date

**Directly Supervises:** Teachers of the FFBC Weekday Preschool

**Status:** Part-time

**Daily Hours:** Hours necessary to complete the duties of the job.

## Job Summary

Ferry Farm Baptist Church is looking for an experienced Preschool Director to oversee and lead our Weekday Preschool program. The Director is responsible for organizing and reopening the Weekday Preschool. The Director is responsible for the overall operation and administration of the FFBC Weekday Preschool. This direction will be consistent with policies established by the FFBC Weekday Preschool, and under the guidance of the FFBC Constitution and Preschool Bylaws. The Director is responsible for planning, promoting, implementing and evaluating structured Christian based Preschool for children age 2 through 5. This is to be done in consultation with the Weekday Preschool committee at Ferry Farm Baptist Church. The Director will hire and supervise all Preschool staff. The Director must have a broad knowledge of Early Childhood Education. The Director must exhibit Christian leadership. The Director must profess Jesus Christ as Lord and Savior. The Director must be actively involved in a Church.

## Essential Functions of the Director

1. Plan for, implement, and administer the approved Education program and curriculum while complying with all Church policies, priorities, and within budgetary parameters.
2. Establish and maintain a system of records necessary to administer Preschool operations, and meet fiduciary (involving trust with finances) and evaluation responsibilities.
3. Recommended to the Weekday Preschool Committee requirements for hiring teachers, including competencies and credentials required and/or desired. Lead in the hiring process for teachers.
4. Provide the full range of direct supervision of teachers. As requested by the Weekday Preschool Committee, the Director shall make recommendations relative to annual compensation for teachers. The Director will also provide direction to teachers for completing annual health checks.
5. The Director must pass an FBI Background check and complete a background check through *Protect My Ministry* every 4 years. The Director is responsible for coordinating the administration of the FBI and PMM background checks for all teachers.
6. Develop, and with approval of the Preschool Committee, implement a process to solicit applications for preschool enrollment consistent with policies of full inclusion. Make recommendations to the Preschool Committee for enrollment decisions.

7. Plan for, seek approval, procure, and manage all equipment, supplies, and other physical assets required by and for the Preschool within budgetary parameters. Participate, as directed by the Weekday Preschool Committee, in the development of a proposed annual budget for overall operation of the Preschool.
8. Provide ongoing oversight and evaluation of all Preschool operations to ensure that they are in full compliance with the:
  - a. Intent of the church mission statement
  - b. Approved educational program and curriculum
  - c. Guidance and direction from the Weekday Preschool Committee
  - d. Policies established by the FFBC Bylaws
9. The Director is responsible for planning and promoting the FFBC Weekday Preschool. This includes leading marketing and social media efforts for the Preschool.
10. The Director will lead morning staff meetings with Preschool teachers. This is a crucial time for announcements, but most importantly this is a time for prayer, sharing, and for devotion with the full Preschool staff. This is an important start to the day.
11. The Director must continue the mission and purpose of FFBC by exhibiting Christian leadership. The Director must profess Jesus Christ as Lord and Savior and must be actively involved with a like-minded Church family.

#### **Other Responsibilities of the Director**

- Attend Church related meetings as requested.
- Attend all preschool related functions.
- Prepare and submit required state paperwork for Religious Exemption; Schedule all required inspections.
- Compile paperwork and submit to the Department of Social Services as necessary. Maintain email communication with the Department of Social Services to remain in compliance when there are changes in documentation, policy or requirements for Religiously Exempt Preschool teachers
- Substitute for the teachers when one cannot be found.
- Promotes and organizes Preschool Orientations, Christmas Programs, and Graduations.
- Work with the Church Treasurer to file payroll, file paperwork, maintain and reconcile checkbook to compare with monthly bank statements, and keep updated financial records.

### **Minimum Qualifications**

- High school diploma or equivalent.
- Preferably an undergraduate degree in Early Childhood Education or Teaching.
- 2 - 5 years experience working with children in an Educational setting.
- At least 21 years of age.
- Effective communication skills.
- Experience with technology and word processing.
- Director must align with the mission of Ferry Farm Baptist Church.

**To apply for this position, please submit a cover letter, resume, and three references to [DIR.Search@ferryfarmbc.org](mailto:DIR.Search@ferryfarmbc.org) by May 21, 2021.**