

## **Director of Preschool Ministries**

**Approved by Session** *date approved September 26, 2016*

**PURPOSE:** Provide leadership as primary staff person responsible for the Preschool programs on Sunday mornings and during special events when childcare is needed.

### **RESPONSIBILITIES:**

- Recruit and support volunteer teachers/ coordinators for program year and summer Sunday school.
- Submit names of new teachers and coordinators to Christian Education Committee for approval.
- Maintain current list of teachers and contact information.
- Check with Church Educator to see that all volunteers have background check forms and any other security requirements on file at church.
- Maintain roster of children including age, child's birthday, parent/guardian name, address, phone or contact info, and special needs.
- Ensure that emergency procedures related to children's safety and wellbeing while in our care are effectively posted and reviewed by those in care-giving positions.
- Ensure that total attendance tally for each Sunday 9:00 nursery/preschool is delivered to head usher in the sanctuary.
- Assist volunteers, coordinators and class teachers by making sure that commonly used supplies are available.
- Be present and available for an average of 3 Sunday mornings (8:30-11:00) a month, and arrange for volunteer oversight for "off" Sundays.
- Sign timesheets for paid caregivers.
- Communicate information to parents/guardians about Preschool/Nursery, special church related events and any schedule changes.

**RELATIONSHIPS:** Work with Church Educator, Preschool Sunday coordinators, teachers and nursery staff. Be responsive and caring to families who come to the Nursery or Preschool Suite. The Church Educator will be responsible for choosing Preschool Curriculum. Attend Christian Ed monthly meeting. Participation in Vacation Bible School is optional.

**REPORTS TO:** Accountable to the Church Educator and to the congregation through the Personnel and Christian Education committees of session.

**EVALUATION:** The Director of Preschool ministries, the Church Educator, and the CE Committee members will have an annual discussion about the preschool ministry in order to discuss what is working well and any challenges. The Personnel Committee will annually review the adequacy of compensation for this part-time position.

### **EMPLOYMENT STATUS:**

- Part time average 25 hours/month – salaried
- Benefits: None