



February 1, 2010

**Oak Grove UMC** *A community of faith loving and embracing all God's children while challenging each one to grow and go forth as disciples of Jesus Christ*

## PRESCHOOL DIRECTOR

25 hours per week

### LOCATION:

Oak Grove United Methodist Church is a suburban congregation which reaches out in ministry to the community as well as the surrounding urban region. The church is steeped in a progressive approach to issues surrounding social justice and an evangelical passion to transform the individual as well as the community with the love of Jesus Christ.

### JOB SUMMARY:

The Oak Grove Preschool Director:

- is responsible for working with the Director of Children's Ministries (DoCM) and the Preschool Board of Directors (PBD) in planning and implementing a weekday preschool program for children (2½-5 years) that is highly creative, strongly interactive, age appropriate and helps children develop spiritually, emotionally, socially, physically and cognitively through the vision and priorities of Oak Grove United Methodist Church (OGUMC).
- will be expected to train, and resource paid staff for each of the ministry areas under her or his supervision
- will implement OG's *Safe Sanctuary Policy* and other policies bringing gifted adult volunteer and paid staff into compliance with ministry descriptions and educating the adults who work with children
- as a leader, must be committed to growing in her or his own faith and must also demonstrate a servant's heart with a concern for the most vulnerable in our society.

### ASSIGNMENTS:

Roles and responsibilities are delegated by the DoCM to implement a unified approach to Oak Grove's vision.

### EXPECTATIONS:

The Preschool Director serves a vital role in the life of Oak Grove UMC and as such is expected to:

- **Work with Staff**
  - Receive and review applications for staff positions
  - Interview candidates, in conjunction with DoCM and PBD and make hiring recommendations to the PBD
  - Maintain staff records
  - Train, supervise and evaluate staff in conjunction with DoCM
    - Conduct regular staff meetings
    - Set up in-service opportunities for staff
    - Dismiss as necessary, utilizing appropriate consultation of DoCM and PBD
  - Arrange substitutes as necessary

- **Work in the Facility**
  - Supervise staff to keep building and equipment in good condition
  - Report maintenance problems and custodial needs to DoCM
  - Work with DoCM to plan, set up and maintain space that supports all ministries of OGUMC
- **Work with Curriculum**
  - Plan, oversee and evaluate instructional activities which promote the goals of the Preschool and OGUMC
  - Supervise the development of daily lesson plans
  - Serve as resource for teaching staff
  - Communicate with outside organizations to coordinate activities and programs to enrich the school experience.
- **Work with Preschool Families**
  - Relate well to preschool children and their families
  - Maintain student files
  - Establish *Parent Committee* to coordinate social and fund raising events
  - Provide parent education programs as needed
  - Hold orientation programs in the fall
  - Facilitate communication between parents and staff as necessary
  - Publish regular newsletter
  - Regularly communicate school and church issues, celebrations and goals
  - Regularly participate in school functions
  - Receive tuition payments
  - Conduct annual student registration
  - Receive enrollment packets and make sure that each child has all the necessary enrollment forms completed
  - Establish new classes as needed, in coordination with PBD.
- **Work with Oak Grove Church**
  - Schedule OG Preschool activities and special events with DoCM
  - Communicate with the congregation about events and activities that are taking place in OG Preschool
  - Communicate with OG Preschool families about events and activities that are taking place in OGUMC

**ESSENTIALS:**

- Oversee and coordinate all aspects of the OG Preschool.
- Organize training and planning sessions for teachers and assistants.
- Promote the OG Preschool with preschool parents and OGUMC.
- Creatively develop/modify curriculum and discipleship experiences that are biblically based, theologically sound and culturally relevant which link OG's vision and Wesleyan ideals to OG's weekday OG Preschool children.

- Supervise paid staff and parent volunteers
- Provide resources and oversight to the weekday Preschool staff in providing an effective and innovative weekday preschool to the community that facilitates faith development, awareness and discipleship while promoting OG's vision for ministry.
- Attend Preschool Board of Directors' meetings as required by the PBD.
- Develop, plan and implement ministries which challenge the children to put their growing faith into action via service opportunities as they deepen their spiritual formation

**EXPERIENCE & SUPPORT:**

- Compensation and benefits set by OGUMC's Staff Parish Relations Committee (SPRC) in accordance with OGUMC's *Personnel Policy*
- Ministry Review in accordance with Oak Grove's *SPRC Ministry Support for Staff Members*
- Experience in multi-staff church desirable with ability to teach/plan activities for an effective preschool ministry
- Must exercise discretion in dealing with the public and have the ability to handle confidential information.