

MYERS PARK PRESBYTERIAN CHURCH

JOB DESCRIPTION

WEEKDAY SCHOOL HALF-DAY DIRECTOR

Department: Administration
Reports to: Executive Director
FLSA Status: FT/Salaried, Exempt (11 months per year)
Revised Date: May 2022
Group: 2

POSITION SUMMARY:

The Half-Day Director of the Weekday School will manage all aspects of the Half-Day program, ensuring a high-quality early childhood education, and an excellent experience for children, families, and staff. The Half-Day Director will partner with the WDS Board, and other WDS and church staff, to develop and implement a philosophy consistent with that of MPPC's mission.

QUALIFICATIONS:

- Bachelor's Degree in Early Childhood Education or Child Development or equivalent combination of educational background and related experience.
- Minimum three (3) years teaching experience preferred, but not required
- Minimum one (1) year experience in preschool administration preferred, but not required
- Experience working in a faith-based half-day preschool program preferred, but not required

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide a developmentally appropriate play-based Half-Day preschool education that nurtures the whole child – spiritually, socially, emotionally, physically, and intellectually
- Be responsible for hiring, orientation, training, scheduling, daily supervision, observation, coaching, and evaluation of the Half-Day WDS Staff
- Manage the Half-Day Program budget, as a part of the overall WDS budget
- Partner with the WDS Board, and other WDS and church staff, to ensure a consistent WDS learning experience, alignment with the strategic vision of the Program and the Church, and operation within the total WDS budget
- Communicate with Half-Day parents in a wide variety of ways including in-person and written communications
- Maintain working knowledge of, and as appropriate, implementation of NAEYC accreditation standards and best practices
- Collaborate with Full-Day Director and staff on duties including, but not limited to:
 - Implement best practices across all WDS programs
 - Shared staff, schedules, expenses, and facilities
 - Providing a safety program for students and staff
- Oversee safe arrival and departure carpools
- Other duties as assigned by the Executive Director

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize and initiate work with a minimum of supervision
- Ability to effectively recruit, manage, and retain staff
- Ability to effectively manage resources and facilities
- Ability to prioritize and manage multiple projects

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- Ability to work both independently and collaboratively within a team
- Ability to establish and maintain positive working relationships
- Ability to implement faith-based learning
- Ability to effectively communicate through verbal, written, or electronic means
- Ability to maintain confidentiality
- Ability to prepare budgets and interpret financial statements
- Proficient computer skills, including use of Microsoft Office applications, database software, and ability to learn software
- Commitment to MPPC's mission

SUPERVISORY RESPONSIBILITIES:

This position supervises all Half-Day WDS staff

PHYSICAL AND MENTAL REQUIREMENTS

- Physical requirements include but may not be limited to: ability to lift and carry children and other items weighing up to 50 lbs., frequent keyboarding, frequent operation of a telephone and other office equipment.
- Mental requirements include but may not be limited to general math functions, advanced reading, advanced reasoning, advanced speaking ability, and advanced writing ability.

WORK ENVIRONMENT

- The employee is occasionally required to be mobile throughout the building and attend off-site functions.
- The noise level in the work environment is moderate.