

Covenant Presbyterian Church of Augusta, GA seeks a part-time Preschool Director to join the staff team. This person will provide dynamic leadership, nurture staff and preschool family relationships, and manage administrative tasks for a preschool that serves approximately 90 young children and their families.

Who We Are:

- We are a community of faith following the path of discipleship as laid down by Jesus Christ.
- We strive to keep open the doors of our community to any and all who are seeking a church home.
- We welcome anyone seeking to explore Christianity, commit anew to Jesus Christ, recommit to Jesus Christ, or simply find a place to practice the faith in a new church home.

The mission of Covenant Presbyterian Church is to glorify and enjoy God, to proclaim the good news of Jesus Christ, and to express the presence and power of the Holy Spirit. In response to the love of God, we worship God, educate ourselves, care for each other, and serve our neighbors in the community and the world. Learn more about our church at www.covenantaugusta.org.

A full description of the Preschool Director position is below. While there is no application deadline, the search committee intends to have the position filled in time for a start date no later than August 1, 2019. Those interested in the position should send a resume and cover letter to Katelyn Gordon Cooke, co-pastor, at kcooke@covenantaugusta.org.

**JOB DESCRIPTION
PRESCHOOL DIRECTOR
COVENANT PRESBYTERIAN CHURCH
AUGUSTA, GEORGIA**

All Covenant employees function as representatives of a Christian community blessed by the grace of God. Our employees are called to minister to others, just as are the members of our congregation. Our employees accomplish this task when they reflect the love of God, spread the peace of Christ, and further the work of the Holy Spirit in their dealings with all people.

TITLE: Preschool Director (exempt)

STATUS: Part-time (20 hours), year round

PURPOSE:

To provide management, guidance and support for the Preschool, Kindergarten, Children's Day Out, and Summer Fun programs; to administer the ongoing business of these programs in such a way to provide quality childcare and preschool education in a loving, Christian environment.

ACCOUNTABILITY:

The Preschool Director shall be responsible to the Co-Pastors/Heads of Staff and relates to the session through the Sustainability Ministry Team and Education Ministry Team. The director also works closely with the church secretary and financial secretary.

QUALIFICATIONS:

Educational: A minimum of a bachelor's degree in Early Childhood Education or related field and/or quality preschool teaching experience (at least three years).

Personal:

1. Exhibit a commitment to Jesus Christ and His church and be an active member of a faith community.
2. Be organized and capable of following through to completion of new ideas, programs, and curricula.
3. Demonstrate ability to inspire, teach and lead children, parents, and teachers. Possess good communication skills and a positive attitude.

This position requires a minimum of 3 to 5 years of experience as a leader in a children's education capacity. Possession of a bachelor's degree or higher from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field is preferred. The successful individual will be a strong leader with a solid work ethic, possess a passion for teaching children, and have the ability to function as an administrator. The selected candidate must have or be able to obtain CPR certification. A working knowledge of creative programming related to children's classes and special events is a real plus as is a Georgia (or other state-level) PSC Teacher or Administrative Certificate.

RESPONSIBILITIES:

1. Lead a team of teachers and other staff in the establishment and operation of a premier PC(USA) preschool, including day-to-day operation and routine special events.
2. Develop and implement a marketing plan that creates interest in the preschool and fuels strong enrollment in all programs.
3. Recruit, hire, and train teachers and other staff (including substitutes) to ensure qualified and caring leadership in all aspects of the programs. Ensure all staff have proper training and development requirements. Provide ongoing and annual feedback for encouragement and improvement.
4. Establish processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.
5. Function as primary administrative contact person for parents/guardians on enrollment, assimilation, conflict resolution, and all other matters pertaining to the preschool.
6. Maintain proper and up-to-date cumulative files on all children that include appropriate medical and developmental records.
7. Regularly select, develop and evaluate all program curriculum to ensure a fun, educational, and Christian preschool environment.
8. Implement classroom management practices that ensure a safe, secure, and orderly environment that is consistent throughout all programs.
9. Regularly monitor, evaluate, and develop all staff ensuring a “continuous learning” culture is developed and fostered and that classroom management practices are steadily improved. Schedule staff meetings and training regularly.
10. Lead the creative use and proactive upkeep of the equipment, facilities and grounds. Order or purchase supplies and equipment as needed.
11. Work closely with appropriate church staff in coordinating calendars, special room needs, security needs, and shared space.
12. Develop and maintain an annual budget for all the early childhood programs, ensuring needs are met and sustainable financial targets are realized.
13. Provide regular reports to update the Education Ministry Team and church session on the overall operation of the programs including budget, enrollment and other important information.
14. Perform other duties as assigned.

OTHER INFORMATION:

Benefits, leave, evaluation, and other information pertinent to this position may be found in the personnel policies of Covenant Presbyterian Church.

4/25/19