

JOB DESCRIPTION - Preschool Director

First United Methodist Church
Dothan, Alabama

Date: August 2025

Full-Time Salary Exempt Position

Reports to: Church Administrator

Main Function: The primary responsibility of the Preschool Director is to make disciples of Jesus Christ for the transformation of the world, providing Christ-centered leadership, vision, and oversight for the church's preschool program. This role includes responsibility for the overall management of staff, curriculum development, enrollment, compliance and safety standards, Safe Sanctuaries training and implementation, budget, and communication with families, while fostering a safe, nurturing, and faith-based learning environment for children. The director will also work closely with families and the community to promote a positive and engaging early learning experience, and use his/her spiritual gifts, education, and experiences to lead in creative ways that encourage the church to grow beyond its existing ministries.

Qualifications:

A personal commitment to Jesus Christ and alignment with the mission of the church.

Bachelor's degree in Early Childhood, Elementary Education, Child Development, or related field

Master's degree preferred

Minimum of 5 years of experience in early childhood education, including leadership roles

Knowledge of early childhood best practices, curriculum design, and licensing requirements.

Strong leadership, communication, and organizational skills

Ability to build positive relationships with children, families, staff, and church members.

Safe Sanctuaries Certification

CPR and First Aid certification (or ability to obtain)

Background check and drug screening clearance required

Key Responsibilities:

Leadership & Administration

- Provide spiritual and professional leadership for the preschool program, consistent with the mission and values, and vision of the church.
- Oversee daily operations, ensuring compliance with state licensing regulations, accreditation standards, and church policies.
- Develop and implement policies, procedures, and handbooks for staff, students, and parents.
- Manage enrollment, admissions, and waitlist processes.
- Prepare and administer the preschool budget in coordination with church leadership.

Staff Management

- Recruit, hire, train, and supervise teachers and support staff.
- Conduct regular staff meetings and provide ongoing professional development opportunities.
- Complete performance evaluations, giving guidance, encouragement, and correction as needed.
- Foster a collaborative, Christ-centered work environment.

Curriculum & Program Development

- Select, implement, and oversee age-appropriate, faith-based curriculum that integrates academic, social, emotional, and spiritual development.
- Ensure classrooms provide safe, engaging, and developmentally appropriate learning experiences.
- Coordinate chapel services, Bible stories, and faith-based activities in partnership with church staff.
- Evaluate and update curriculum regularly based on best practices and feedback.

Family & Community Relations

- Serve as the primary point of contact for preschool families, addressing questions, concerns, and needs with care.
- Maintain effective communication through newsletters, parent meetings, and conferences.
- Build strong relationships with families, encouraging their engagement in preschool and church life.
- Represent the preschool within the community, building partnerships and promoting enrollment.

Compliance & Safety

- Ensure the preschool meets or exceeds all local, state, and federal licensing requirements.
- Maintain accurate records on students, staff, and program operations.
- Oversee health, safety, and emergency preparedness protocols.
- Conduct regular inspections of facilities and equipment to ensure a safe learning environment.

Staff Expectations and Working Environment:

The Preschool Director, along with all employees of First United Methodist Church, is expected to behave in such a way that brings honor to Christ and the church, be supportive of The United Methodist Church, and participate as a team player with other church staff members.

Employee Signature: _____

Date: _____

Church Administrator Signature: _____

Date: _____