

Stepping Stones Preschool Director

Job Title: Stepping Stones Preschool Director
Department: Stepping Stones Preschool
Reports to: Children's Ministry Pastor
Status/Hours: Full Time

POSITION SUMMARY

Stepping Stones Preschool is a ministry of First Church of God and its mission is to provide preschool education in an environment that shares the love of Jesus Christ, so children feel safe, loved, and accepted. As an Indiana registered ministry, the preschool meets health and safety standards and has achieved Paths to Quality level 2. Indiana Early Learning Foundations guide instruction for kindergarten readiness.

The preschool director oversees the daily operations and administration of the preschool. The director is experienced in the field of early childhood development. Responsibilities include recruitment of staff, property and resource maintenance, marketing, and communication, financial management, and communication with church and preschool staff. The director works closely with the children's ministry and reports to the Children's Ministry Pastor. Excellent interpersonal and communication skills as well as a love for children are important to this position. The director works in conjunction with a school calendar.

ESSENTIAL JOB RESPONSIBILITIES

- Create an environment where children feel safe and loved
- Oversee the daily operation of the preschool
- Manage staff in collaboration with the Children's Ministry Pastor including hiring, training, and necessary paperwork
- Create policies and develop curricula to meet state requirements and parents' expectations
- Ensure that the property and resources are well-maintained
- Manage general finances – work within approved budget, order curriculum and supplies, submit payroll, and collect tuition
- Schedule annual CPR and First Aid training for staff members
- Encourage, plan, and implement professional development for teachers.
- Plan and prepare snacks for children
- Prepare and distribute monthly calendars and newsletters for each classroom.
- Lead weekly chapel based Sunday morning curriculum.

POSITION QUALIFICATION REQUIREMENTS

Spiritual Gifts Helpful For This Position

- Wisdom
- Leadership
- Discernment
- Teaching
- Shepherding

Character Traits Needed For This Position

- Personal Relationship with Jesus
- High relationship skills
- Humble, Flexible, Teachable and Trustworthy
- Authentic and consistent in his/her own spiritual walk and relationships
- Ability to keep information confidential
- Good people skills – Team player
- Self-directed – Takes initiative
- Passionate about First Church

Necessary Skills and Attributes

- Highly administrative
- Detail oriented
- Strong interpersonal skills
- Aptitude for database systems
- Excellent communication skills – able to confidently take prospective parents on a tour, write newsletters, and run staff meetings.
- Ability to build trust and a sense of partnership with teachers, parents, and children.

Required Education and Experience

- Bachelor's degree (Early childhood development or related field)
- Upon hire – trainings determined by Indiana registered ministry standards including CPR and First Aid certifications.