



## Aldersgate Christian Preschool

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www.acpreschool.com

### **ACP DIRECTOR JOB DESCRIPTION**

The ACP Director is responsible for management and oversight of the preschool following all requirements of the United Methodist Church and the Washington State Department of Early Learning. The Director has sole responsibility for staffing, implementing curriculum, meeting the requirements of the ACP program and managing the daily operations of the preschool.

#### **Education and Experience**

- Knowledge of current Best Practices in Early Childhood Education with a minimum Bachelor's degree with a concentration in education, early childhood or related field
- Demonstrated experience as an administrator of a preschool or child care center
- Experience preparing an annual budget with a knowledge of business financial management

#### **Essential Skills & Qualifications**

The qualified person must be able to perform the essential functions of the job with or without reasonable accommodations:

- Possess a warm and loving demeanor
- Be sensitive to the needs of others
- Have infectious enthusiasm for growing and maintaining a vibrant preschool
- Ability to relate well to the diverse population of ACP's students, families and staff
- Demonstrate strong written and verbal communication skills
- Physically meet the demands of working in an office/preschool setting by demonstrating the ability to complete the following tasks:
  - Supervise, by sight and sound, a group of preschool children
  - Lift up to 40 lbs
  - Climb stairs
  - Verbally respond to a child or adult when called to from a distance of up to 30 feet
  - Use proper enunciation when speaking in order to help students learn to correctly speak and understand the English language
- Be able to multitask, prioritize duties and accommodate needs of preschool families and staff
- Ability to accomplish tasks with frequent interruptions
- Relate to parents and staff in a professional and courteous manner. Maintain a good working relationship with ACP staff, ACP Board Chair and all AUMC staff
- Be willing to fulfill responsibilities in accordance with Aldersgate Christian Preschool's educational philosophy, principles and ideals
- Be committed to living Christian values and model this commitment to the children and families of Aldersgate Christian Preschool and the community

## Specific Responsibilities

- Operate the ACP Program for Aldersgate United Methodist Church (AUMC) as an extension of the church's Christian Education Program.
- Supervise the implementation of the academic curriculum appropriate for each age level.
- Develop supplemental programs which conform to the purpose and philosophy of the ACP program and the Aldersgate United Methodist Church.
- Plan, implement and encourage activities which foster and improve relationships through staff meetings, parent gatherings, workshops and fundraisers.
- Be a presence in the community through attendance at Preschool Fairs and community events.
- Provide training opportunities and conduct regular instruction for teachers and support staff to reinforce the principles of the ACP program and proper teaching methods.
- Prepare and maintain job descriptions for all ACP staff.
- Advertise, interview and hire qualified applicants for teaching and support staff.
- Supervise and support all ACP staff and conduct annual employment evaluations.
- Counsel staff and prepare written documentation of any serious reprimands or disciplinary action when necessary.
- Prepare annual program and professional goals and submit to the ACP Board Chair prior to the beginning of each school year.
- Prepare the annual program budget, staff employment agreements, ACP Employee Handbook and ACP Parent Handbook.
- Arrange scholarships and special billing rates for qualified families based on economic need within the constraints of the ACP budget with approval from the ACP Scholarship Committee.
- Maintain a full understanding of the financial reports presented monthly to the ACP Board and any other appropriate committee as requested.
- Attend monthly ACP board meetings, Core Leaders meetings and weekly AUMC staff meetings.
- Coordinate and supervise custodial, maintenance and upkeep of the preschool working closely with the Board of Trustees of AUMC and the Facilities Coordinator.
- Investigate and log all injuries, accidents and serious complaints registered by a parent or staff member. Report all serious incidents to the ACP Board Chair, ACP Board and the AUMC Designated Safety Officer.