

Newnan First United Methodist Church  
33 Greenville St.,  
Newnan, GA 30263

Job Description

**Job Title:** Preschool Director  
**Accountable to:** Senior Pastor, SPR Committee  
**Position Status:** Full-time

**Job Requirements & Skills:**

- B.A or B.S. College degree in Early Childhood Education or closely related field
- Plan, organize, direct, manage, and supervise programs for preschool-age children and facilitate positive relations among Preschool Staff, parents, and the Church
- Proficiency in Microsoft Excel, PowerPoint, Word and Outlook
- This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition
- Must be able to work positively within a parent-participation school environment and promote an atmosphere of community and cooperation among all interested parties
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Must be able to keep confidentiality

**Job Responsibilities & Duties:**

- Provide leadership for the direction and implementation of the Preschool Program
- Hire teachers to adequately perform the duties of teaching preschool age children
- Direct and coordinate the responsibilities and duties assigned teachers
- Secure and maintain accurate records pertaining to each enrolled student
- Perform any responsibilities deemed necessary by the Preschool Oversight Committee
- Maintain effective communication with the parents
- Ensure an environment in the classroom is maintained where each child's needs are met
- Communicate positive, clearly defined expectation to staff, parents, and children

**Fiscal Responsibilities:**

- Work with the Church Finance Office to prepare an annual budget for approval
- Responsible for operation of the Preschool pursuant to an approved budget, including collection of enrollment fees and tuition, purchase of routine equipment and supplies, and handling of routine banking transactions in accordance with established financial policies and procedures
- Responsible for Preschool Payroll and submitting to the Church Finance Office for processing