

**TRINITY UNITED METHODIST CHURCH  
TALLAHASSEE, FLORIDA**

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**DIRECTOR OF PRESCHOOL**

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**POSITION DESCRIPTION**

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**Position Title:** Director of Preschool  
**Functional Classification:** Professional Staff  
**Responsible to:** Director of Christian Education  
**Full-time or Part-time:** Full-time

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**Our Mission**

Because of God's love for us through Jesus Christ, we exist to worship, grow and serve. Together we seek to realize our mission through our Core Values: Faith, Worship, Love, Service, and Community.

**Our Vision**

Trinity United Methodist Church will be a diverse Christian community shining as a beacon of God's love and actively engaging as the heart, hands, and feet of Christ in the world.

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**Minimum Qualifications:**

- Bachelor's Degree (required) in Early Childhood Education, Child Development, or a related field.
- Master's degree in education, Early Childhood Administration or a related field (preferred)
- 5 or more years of experience in early childhood education, including significant leadership responsibilities such as managing teams, developing curriculum, and overseeing classroom environments.
- 3 or more years of experience as a Preschool Director or in a similar leadership role (preferred)

**General Duties and Responsibilities:** Plan, implement, and provide ongoing leadership for a comprehensive weekday preschool program for children 3 months of age through pre-kindergarten, providing experiences for cognitive, spiritual, emotional, and social growth.

**Relationships:** The Director of Preschool is responsible for the daily operations of the preschool, including managing all preschool staff. The Director of Preschool is supervised by the Director of Christian Education, who oversees all children and adult education ministries at Trinity United Methodist Church. Reporting will also be done to the Senior Pastor, and other church staff, as needed. Other pertinent relationships include families of preschool students, and the Chairpersons for the Trustees, Finance Committee, and the Staff Parish Relations Committee.

**Specific Areas of Responsibility:**

1. Oversee the implementation of age and developmentally appropriate curriculum for children, including daily open-ended activities to expand their competencies across developmental domains; review and monitor written lesson plans from all lead teachers.
2. Conduct interviews for all preschool staff, including teachers and aides; secure background checks once teachers or aides are hired.

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3. Monitor the performance of staff through direct observation, review of lesson plans, and evidence provided through formal and informal evaluation of students.
4. Manage daily operations, ensuring the school is fully staffed to maintain required DCF (Department of Children and Families) adult to child ratios and that all staff are properly trained and follow all program performance standards.
5. Ensure documentation of all significant communication with families and maintain up-to-date file records for all children; including attendance, required health records and any other records that are required.
6. Monitor and ensure availability of supplies, equipment, and maintenance of the facility based on licensing standards, state and federal guidelines and program standards of quality.
7. Implement admission and enrollment practices and procedures.
8. Establish and oversee the yearly preschool budget. Maintain careful stewardship, accurate budgeting, and consistent use of approval and reporting systems. Use methods and controls that ensure integrity in all financial processes. Submit fiscal records to Director of Christian Education or Senior Pastor as required.
9. Implement practices and procedures to ensure compliance with health, safety, and licensing regulations.
10. Maintain all records needed for the operation of the school, in compliance with all DCF requirements.
11. Prepare and submit on a timely basis all reports required by various entities.
12. Complete activities which provide good public/community relations, participate in community efforts to raise standards of childcare, and participate in other professional activities which contribute both to the school and to the director as its leader.
13. Be informed about and actively supportive of the total ministry of the church. Work collaboratively with Director of Christian Education to inform preschool families of opportunities to worship, fellowship, and serve at Trinity United Methodist Church.
14. (See 8 above) Complete various other duties, including planning the yearly calendar, as required to administer a quality program or to comply with any other duties as agreed upon.