Montgomery Community Church Preschool
Job Description

***Title*:** Preschool Director

***Classification*:** Salaried, regular part-time 30-32 hours

***Benefits*:** As indicated in the Employee Handbook

***Purpose*:** To oversee the operations of the Preschool to ensure that all the guidelines and licensing rules are followed.

Responsibilities:

General

- Responsible for ensuring the health, safety, and quality of education, for all children within the Preschool's care.
- Accountable for overall operational management in accordance with Ohio Department of Children and Youth (ODCY) guidelines, including curriculum development, staff and facilities management, legal and budgetary considerations, and long-range planning.
- Ensures that the needs of the students and the goals of the Preschool are met appropriately.
- Hires Assistant Director, teachers, teacher assistants, office assistant.
- Sets the Preschool calendar.
- Conducts staff meetings.
- Maintain communications with parents of current and prospective through direct conversations, newsletters and parent handbooks. Conducts tours of the Preschool with prospective parents.
- Purchases food and other needed supplies.
- Establish and implement illness and emergency procedures; ensure staff is trained appropriately.
- Resolve conflicts, including corrective action, when necessary, to ensure a positive experience for everyone.
- Oversees the marketing of the Preschool.
- Assist in conflict resolution and prevention with parents as needed.

Operations

- Attends Montgomery Community Church (MCC) Staff meetings the second and fourth Wednesday of the month.
- Collaborate with MCC Staff for finances, facilities, and personnel.

Staff Supervision

- Works with staff to maintain Preschool goals.
- Reviews the ODCY licensing rules with the staff at the August All Staff Meeting.
- Provides each staff member the Staff Handbook and Parent Handbook.

- Ensure each staff member creates their own OPR (Ohio Professional Registry) in OCCRRA.
- Ensure staff members are up to date on trainings and background checks.
- Create staff work schedules.
- Develop the Preschool curriculum with the lead teachers.
- Supervise the Preschool, while maintaining positive and effective work relationship with teachers.
- Assist in scheduling substitutes as needed.

Volunteers

- Supervises Parents' Auxiliary group and parent volunteers.

Financial

- Prepares the Preschool budget for Operations Ministry approval and ensures ongoing expenses align with budget.
- Oversees the ordering of all supplies, curriculum items, staff and volunteer gifts, and other budget items.
- Oversees the online payment of tuition.

Other

- Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with staff and Preschool families, while serving in this ministry role. Such actions include offering prayer, encouragement, and comfort in both personal and work relationships.
- Give full commitment in work and deed to support the faith tenants and cultural expectations of MCC.
- Foster high levels of cooperation and effectively work in a team environment with quality relationships and respect for each staff's giftedness and unique abilities.
- Proactively grow and develop leadership gifts through training opportunities.
- Ability to work with a teachable heart, good attitude, and unified spirit.

Performance Expectations:

- Remain on site during the hours of operation, unless attending leadership training or an emergency.
- Understands and becomes familiar with licensing rules per ODCY.
- Creates OPR in Ohio Child Care Referral and Resources Association (OCCRRA).
- Complete the ODCY rules review course within 6 months of the date of hire and every 5 years after. Maintains up to date trainings as required by ODCY.
- Required to complete the staff orientation training as prescribed by ODCY within 30 days of hire date.
- Develops a parent handbook with approval of ODCY.
- Develops a staff handbook with approval of ODCY.
- Works with ODCY licensing specialist.
- Maintain the Preschool's organization dashboard in OCCRRA.

- Maintain staff records as required for ODCY.
- Other duties as required.

Qualifications:

Knowledge and Experience

- Agreement with MCC Constitution, Beliefs Statement, Mission, and Vision.
- Team building skills, strong organization and self-initiative, follow-through, task orientation, ability to see the big picture, strong coaching, empowerment, and leadership skills, exceptional relational ability.
- Strong oral and written communications skills; technology skills.
- Bachelor's, Master's, or Doctoral degree or other post-graduate degree in education, child development, early childhood education or related field approved by the ODCY. Must be from an accredited college or university.
- Experience in educational administration and training in Christian Education.
- Must clear full background check per ODCY and renew every 5 years.
- Must provide proof of immunizations and statement of TB screening or a statement of declining immunizations.
- Infant/Child CPR and First Aid certification.
- Complete 6 hours of professional development training each year. Complete Child Abuse Recognition and Neglect and Mandated Reporting, and Management of Communicable Disease training. Renew as required.
- Requires regular attendance at MCC
- Expected to be or become a covenant member of MCC within 9 months of hire date

Personal Characteristics/Skills:

- Relational
- Detail oriented
- Reliable
- Excellent communication skill

Spiritual Gifts:

- Leadership
- Teaching
- Encouragement
- Administrative
- Service

Reports to:

MCC Lead Pastor

Reporting Staff:

MCC Preschool Administrative Assistant
MCC Preschool Chaplin – Contract

MCC Preschool Lead Teachers – Contract
MCC Preschool Assistant Teachers – Contract

Preschool Director
Effective: November 1, 2026