



- Mission:** To oversee and implement a Christ-centered program for preschool children
- Type/Term:** Non-exempt Part-Time position – September to May (approximately 10-15 hours per week) & June to August (approximately 15-20 hours total for the 3 months)
- Time:** Monday, Tuesday, Wednesday, and Friday from 8:30 AM – 12:00 PM
(with additional hours spent for board meetings and other events)
- Supervisor:** Children's Ministries Pastor & Preschool Board

Individual Expectations:

- Maintain a personal, dynamic relationship with Jesus Christ (growing in faith and commitment to God through personal spiritual disciplines and community involvement)
- Worship regularly with a church family.
- Identify with Covenant Church as home church through membership

Responsibilities:

- Oversee the teachers and staff of the preschool throughout the process of hiring, training & development, encouragement and performance management
 - Plan scheduled staff meetings, working with teachers on curriculum development, classroom set up, and staff development.
 - Plan staff training events to improve teaching skills
 - Observe the teachers and their classrooms, providing support and feedback
 - Oversee curriculum development and lesson plans
- Act as the outward face of the preschool by providing informational materials to the church and community (via pamphlets, signs, website, and other modes of communication)
- Meet new parents, schedule and provide tours, and assist in the application/assimilation process for parents and children
- Coordinate with teachers and parents concerning any specific needs of a specific child – including behavioral, academic, and/or health concerns
- Oversee all things administrative: parent correspondence, parent / teacher handbooks, school calendar, and all other administrative aspects of the school
- Plan and oversee extended day classes and field trips.

Financial Responsibilities:

- Prepare and operate within an annual budget including payroll
- Work with the preschool board on tuition fees, staff salaries/raises, and financial assistance applications