

Director of Ashland Place United Methodist Church Preschool

Position Overview

The Director of the Ashland Place United Methodist Church Preschool (APUMC Preschool) provides visionary and administrative leadership for a faith-based early childhood program that nurtures the spiritual, emotional, intellectual, and physical development of young children. The Director ensures that the program aligns with the mission and ministry of Ashland Place United Methodist Church, while meeting or exceeding state licensing requirements and best practices in early childhood education.

Primary Responsibilities

1. Leadership and Administration

- Provide strategic leadership and daily oversight of the preschool's operations, personnel, and educational programs. Develop and implement policies consistent with the mission, vision, tradition, and values of APUMC.
- Be available to provide hands-on oversight of the totality of the program on site from 8:00 a.m. to 2:30 p.m., Monday through Friday during the school year, with flexibility for additional planning or special events as needed.
- Ensure compliance with all state and local licensing regulations, safety codes, health standards and the Safe Sanctuaries Policy for APUMC. Collaborate with the Church Administrator to maintain accurate records related to staff, enrollment, finances (specifically tuition payments and program expenditures) and any other matters of compliance.
- Prepare and manage the annual preschool budget in collaboration with the Senior Pastor, Church Administrator, and Preschool Board/Committee. This includes a regular review and determination of appropriate fees, wages, and teacher salaries.
- Provide a report to the Administrative Board at quarterly meetings.

2. Curriculum and Program Development

- Oversee the development and implementation of an age-appropriate, play-based curriculum that integrates Christian values and spiritual formation. Support teachers in providing creative, inclusive, and developmentally appropriate learning experiences.

- Plan and coordinate special events such as chapel, family programs, and community outreach activities.
- Evaluate the effectiveness of curriculum and program offerings regularly.

3. Staff Management

- Recruit, hire, train, supervise, and evaluate preschool teachers. Foster a positive, professional, and faith-filled workplace culture that encourages teamwork and continuous improvement.
- Schedule and lead regular teacher meetings and professional development opportunities. Participate in monthly meetings with the Senior Pastor and/or Church Administrator for the purpose of visioning, support, and accountability.
- Ensure staff are up to date with required certifications (e.g., CPR, First Aid, DHR training).

4. Family and Community Engagement

- Build strong relationships with parents through open communication, transparency, and trust. Conduct parent orientation, conferences, and feedback sessions as needed.
- Partner with church staff to strengthen the connection between the preschool and the wider church community. When necessary, navigate conflict with intentionality and in the interest of a just resolution. Serve with integrity.
- Represent the preschool within the local community and promote its mission through outreach and marketing initiatives.

5. Spiritual Leadership

- Model Christian values and nurture the spiritual development of teachers, children, and families.
 - Collaborate with the pastoral staff to plan and lead age-appropriate faith-based experiences such as chapel time.
 - Ensure that the preschool environment reflects the welcoming, hospitable, and grace-filled spirit of Ashland Place United Methodist Church..
-

Qualifications

Required:

- Demonstrated leadership experience in early childhood education, including supervisory or administrative roles.
- Knowledge of DHR (Department of Human Resources) standards and Alabama preschool licensing requirements.
- Strong organizational, interpersonal, and communication skills.
- Commitment to Christian values and the mission of the United Methodist Church.

Preferred:

- Bachelor's degree in Early Childhood Education, Child Development, Educational Leadership, or a related field.
 - 3–5 years of experience in early childhood education.
 - Experience in church-affiliated or faith-based educational settings.
 - CPR and First Aid certification.
-

Working Relationships

The Director works collaboratively with:

- Senior Pastor (supervisory oversight)
 - Preschool Board or Advisory Committee
 - Church Administrator and Church Treasurer
 - Church staff (especially Children's Ministry and Building Supervisor)
 - Parents and community partners
-

Compensation and Evaluation

- Salary commensurate with education and experience.
 - Annual performance evaluation conducted by the Senior Pastor and/or SPRC in consultation with the Preschool Board.
-

