
Chamblee Methodist Preschool and Kindergarten

Our weekday preschool and kindergarten program at Chamblee First United Methodist Church (CFUMC) offers a child-centered curriculum in a loving Christian atmosphere where children learn through hands-on, experience-based learning activities, where children are allowed to mature and develop within their own time frame, and where curriculum is based on age-appropriate, success-oriented learning experiences. We focus on all domains of a child's development - cognitive (readiness skills of all types), social and emotional (exhibiting respect for others and ourselves), physical (developing fine and gross motor skills), and spiritual (learning and growing in a Christian environment of love and trust). We partner with parents to work towards the goal of fulfilling each child's potential. It is the aim of our program to create an atmosphere in which children develop a sense of self-worth, a love of learning, respect for others, and a foundation for their future education.

Our program is a part of the many ministries of Chamblee First United Methodist Church. Our program welcomes children and staff from all faiths, races, and nationalities.

DIRECTOR OF WEEKDAY PRESCHOOL AND KINDERGARTEN

FUNCTION: To oversee all facets of the weekday preschool and kindergarten program and uphold the philosophy and goals of the program. This is a full-time, 12-month/year-round position.

ACCOUNTABILITY: Chamblee Methodist Kindergarten (CMK) Board (the director will be evaluated annually by the CMK Board), the senior pastor, and other leadership committees of CFUMC.

REQUIREMENTS: Bachelor's degree from an accredited college or university in early childhood education, child development, or related degree and two years relevant work experience OR

Bachelor degree from an accredited college or university and three years of relevant work experience.

Candidates must be a practicing Christian; church membership at your church of choice is preferred.

Responsibilities include, but are not limited to the following:

- Manage the day-to-day administration and operation of the school, its budget, and its programs.
- Assure compliance with applicable state codes, regulations, and maintain accreditation (Cognia). Engage with other community preschools to help calibrate policies and direction for the school.

- Stay well informed of DeKalb County School policies, regulations, kindergarten programs, and all updates and information regarding early childhood education.
- Interview and hire prospective teachers with input from the Chairperson of the CMK Board and/or the Director of Children's Ministry, if or when needed. Train, coach, observe, support, and evaluate all staff members, including new staff. All candidates must be 18 years or older and pass a background check before being offered a job at CMK.
- Be available to assist teachers as needed with classroom management, parent interaction, and areas of concern. Assist with parent/teacher conferences as needed.
- Report any program updates to the CMK Board. Plan the agenda for and attend all CMK Board meetings to address any concerns and to prepare a long-range plan for CMK.
- In conjunction with the CMK Board and the Finance Committee, prepare and adopt an annual budget and operate the program within that budget. Maintain a working knowledge of current account balances and future projections.
- Manage all preschool and kindergarten registrations, orientations, and processing of students. Collect tuition fees (with Office Manager) and authorize payment of payrolls and accounts payable with the church staff member responsible for financial matters.
- Seek out professional development training opportunities for staff and handle all registration.
- Maintain a list of available substitute teachers to call when needed. Fill in as a substitute for a teacher only when necessary or in an emergency.
- Help identify children with special needs and accommodate the student, if possible. CMK uses several strategies to accommodate students with special needs and acceptance to CMK is given with a trial period when appropriate. Help parents set up evaluations and seek out resources for support.
- Purchase, inventory, and manage supplies. Submit all receipts and invoices to the church staff member responsible for financial matters. Oversee the purchase of new equipment (inside and outside) and handle maintenance issues as needed.
- Schedule and preside at August pre-planning and other teacher and staff meetings.
- Coordinate special activities such as Open House, Music and Me, Spring Sing, in-house field trips, kindergarten graduation, twice-monthly chapel, etc.
- Maintain student information and records. Ensure confidentiality in ALL regards to student records. Facilitate student folders and files kept by the teachers.
- Attend church staff meetings. Function as the liaison between the church and the school.

- Attend church events related to the children's ministry as often as possible (Fall Festival, Live Nativity, Easter Egg Hunt, etc.)
- Produce monthly newsletters and regular email communications with parents to keep them informed of all school events and policies. Be supportive of teacher communication to parents and offer editing, etc.
- Review the school's parent handbook and teacher/staff handbook annually. Present changes to the CMK Board for approval.

To apply, please send cover letter/resume to: spr@chambleeumc.org