

**EMPLOYMENT QUALIFICATIONS and POLICIES
PRESCHOOL DIRECTOR
SPRING VALLEY UNITED METHODIST CHURCH (SVUMC)**

EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree in early childhood education, child development, education or a related field preferred
- Must have a State of Texas Preschool Director's license or meet all licensing qualifications and be willing to obtain licensure prior to beginning of school year

PERSONAL QUALIFICATIONS:

- Must be a committed Christian having a strong calling to the educational and spiritual development of preschool children
- Must be committed to the mission of the United Methodist Church, which is making disciples for Jesus Christ
- Must be an active member in a local Christian congregation
- Enjoy the company of children and work well with teachers, staff, and parents
- Sensitive to the needs of children and an awareness of what constitutes a sound educational program for young children
- Administrative ability
- Supervise staff in a professional way and create a feeling of community and teamwork within the work setting
- Manage people and resources efficiently and graciously
- Exhibit qualities of dependability and responsibility
- Have the maturity and judgment to handle crisis situations
- Actively seek and take advantage of opportunities for professional development
- Must be able to lift or move equipment or a child weighing 50 pounds

ACCOUNTABILITY:

- Accountable on a daily basis to the Senior Pastor of SVUMC
- Responsible to the SVUMC Preschool Board for all operations of the school
- Accountable to the SVUMC Staff-Parish Relations Committee

NOTE: THE FOLLOWING POLICIES ARE NEGOTIABLE WITH THE APPLICANT

COMMITMENT OF TIME, COMPENSATION, BENEFITS, and JOB POLICIES:

- The Director is expected to work at least 30 hours a week beginning two weeks before school starts in the fall until one week after school ends in the spring. The hours are to be as follows:
 - During the school year:
 - Monday 8:30 – 1:30 pm
 - Tuesday through Thursday 8:30 – 3:30 pm
 - Friday 8:30 – 12:30 pm
 - The Director does not have to be on premises during public school holidays, according to the RISD calendar.
 - During the month of June/Summer Camp:
 - Monday through Thursday 8:30 – 2:00 pm
 - Friday 8:30 – 12:30 pm
 - During the month of July & early August:
 - The Director is expected to work 24 hours per week, except for vacation (see below).
 - Additional hours required for special events, meetings, or tasks (staff events, evening programs or meetings, weekend training, etc.)
- The Director is paid “straight-line” for 12 months per year, with one-week vacation to be taken only in the summer. One (1) additional vacation day per year will be awarded for “tenure” to a maximum of two (2) weeks vacation/year.
- Health insurance may be available in accordance with the SVUMC personnel policy, which requires that employees work 30 hours (3/4 time and on-site) per week to qualify for insurance.
- The Director receives six (6) days of sick leave per fiscal year ending 6/30. Sick leave may not be carried forward into a new fiscal year.
- The Director will manage and remain current in all state required continuing education training (including First Aid and CPR certification). All reasonable registration and tuition fees will be paid by the preschool.
- The Director’s child may not attend/be enrolled in the preschool.
- A job performance evaluation will be done annually.

I have read the foregoing information, as well as the RESPONSIBILITIES, PRESCHOOL DIRECTOR, SPRING VALLEY UNITED METHODIST CHURCH (SVUMC).

- I understand that this information is subject to change at any time by SVUMC.
- I understand that none of the information I have been provided constitutes a commitment by SVUMC for a definite term of employment. Employment may be terminated at any time by either applicant or SVUMC at will, with or without cause.

Employee Signature

Date