

# Preschool Director

## PART-TIME

### Eastridge Baptist Church Preschool - Red Oak, Texas

#### Job Description - Preschool Director

This is a part-time position requiring approximately 20 hours per week, Tuesday, Wednesday and Thursday 8:30 a.m. to 2:30 p.m. and such additional hours as necessary to prepare lessons, materials, account for operations and attend required meetings. The position is accountable to the Preschool Ministry Team and ultimately reports directly to the Senior Pastor.

#### Qualifications:

- Have a personal relationship with Jesus Christ.
- Be a member in good standing of a church of like faith.
- Meet the qualifications for a director of a licensed child care center in Texas (found on page 33 of the Texas Department of Family and Protective Services Minimum Standards for Child Care Centers). Conditional acceptance could be granted if a few classes are still necessary to meet the requirements.
- Exceptional communication and organizational skills.

#### Responsibilities:

- To direct EBC Preschool in a manner exemplifying the highest Christian standards.
- Have a working knowledge of TDFPS Minimum Standards.
- Ensure minimum standards are being met in accordance with state licensing with regards to staff, class teacher/student ratios, continuing education hours, building and grounds, staff and student files and teacher background checks.
- Develop, foster, grow and maintain relationships with current and future families. Be available to answer parent questions regarding child development, behavior issues, policies, classroom issues, curriculum, etc.
- Maintain student records.
- Coordinate and oversee Preschool registration.
- Work with Preschool Ministry Team to interview, hire, direct and evaluate staff.
- Maintain staff records and ensure teachers have all required training.
- Complete payroll and maintain all financial records.
- Collect all monthly and annual Preschool fees including tuition, registration and supply fees.
- Schedule all school activities.
- Meet with Preschool Ministry Team on a regular basis to give updates on enrollment, staff, finances and schedules. This includes providing records, receipts and information to account for program receipts and expenditures.

- Promote church activities within the Preschool.
- Meet with prospective parents and arrange for tour of facility, classroom visits and provide program information.

**Please submit resumes and references to:  
EastridgeBaptistPreschool@gmail.com**