

Director of Tabernacle Weekday Preschool

Position Description

Position Title: Director of Tabernacle Weekday Preschool
Classification: Part-time
FLSA Status: Non-exempt
Reports To: Senior Pastor
Adopted:
Revised: June 1, 2021 (March 6, 2025)

Summary:

The Director Tabernacle Weekday Preschool (otherwise known as the Director) is responsible for giving direction to the Weekday Preschool of Tabernacle Baptist Church by planning a balanced school program through age-appropriate education and experiences.

Qualifications:

1. A Bachelor's degree in a field of education is required. Special training in preschool education is preferred.
2. Experience: A minimum of three years of experience in education preferably as a preschool or elementary school teacher. Some administrative experience is preferred. Must comply with the background check requirements as outlined with BFTS and Tabernacle Baptist Church.
3. Tabernacle Baptist Church membership is expected if selected for the position.

Authority:

1. The Director shall have the full authority and responsibility to carry out the duties of this position in coordination with the support of the Weekday Preschool Committee of Tabernacle Baptist Church.

Duties/Responsibilities:

Weekday Preschool

1. Must ensure that the preschool program, staff, and facilities meet state and federal guidelines. For example, they must ensure that the staff and facility adhere to the requirements set by the State of Georgia (BFTS).

2. Work with Weekday Preschool Committee to develop and implement a Weekday Preschool ministry that supports the mission and vision of Tabernacle Baptist Church.
3. Evaluate, plan, develop, and implement a comprehensive preschool program for children aged 6 months through six years old to ensure a program of excellence.
4. Responsible for complete program, morning preschool and afternoon Lunch Bunch, including curriculum development, classroom environment, registration and placement of students, programs and activities. Evaluate need for additions or deletions to the program. Provide support and resources for staff on child development. Participate in professional development opportunities.
5. Responsible for economic success of program by setting fees, collecting fees, and working within a budget. Maintain correct financial and informational records in the student information system. Prepare monthly reports for the Financial Administrative Supervisor. Follow TBC protocols regarding handling of cash and checks. Prepare budget and work together with Financial Administrative Supervisor and Weekday Preschool Committee. Present budget to Finance Committee.
6. Meet with parents and staff to discuss students' progress as needed.
7. Perform and oversee purchasing function for the program.
8. Perform public relations for the Preschool program. Work with parents and teachers to promote the program. Build strong relationships with the Early Childhood Education community.
9. Responsible for general supervisory duties including hiring, evaluating, and discipline of teachers and staff as required. Maintain updated staff records that include, but are not limited to, attendance, payroll and salaries, continuing education hours, CDA certifications, and first aid/CPR training. Provide orientation for new staff.
10. Conduct regular observations and provide written evaluations of staff performance. Develop key staff to share leadership roles in the center (team leaders) as needed.
11. Ensure all staff receive annual training that meets requirements from BFTS. Maintains professional Early Childhood Education association membership.
12. Coordinate with the Director of Children's Ministries in the alignment of religious education goals for preschool children and in outreach efforts to WDPS families.
13. Work with Operations Manager to ensure facilities are maintained and cleaned according to BFTS and church regulations.

14. Must refrain from smoking on the premises and to abstain from any use of unlawful substances. Must be in good health while caring for children in this facility. To ensure a child's safety, must be able to lift and carry 40 pounds.