



Job Title: Executive Director of Trinity Presbyterian Preschool

Position Overview

Exempt

The Executive Director of Trinity Presbyterian Preschool will embrace the mission of the Preschool and work to ensure its continued success in the future. The Executive Director will display strong leadership, excellent communication skills, and knowledge of and experience with best practices in early childhood education. The Executive Director is responsible for the day-to-day management of the Preschool and must work cooperatively with the Director of Curriculum and Finance, the Board of Advisors, the staff of Trinity Presbyterian Church, and the Associate Pastor for Family Ministries toward achieving both long term and short term goals.

Reports to: Rev. Andrew Esqueda, Associate Pastor for Family Ministries

Executive Director Job Description

Preschool Management

- Supervise daily operations of the preschool
- Act as a liaison between preschool staff and intervention specialists, parents, church, and community
- Serve as an ex-officio (non-voting) member of the Board of Trinity Presbyterian Preschool
- Serve as primary Parent Council liaison
- Lead policy and handbook development and implementation, in collaboration with TPP Board of Directors

- Oversee and collaborate with teachers and staff on class placement for the school year and school break camps
- Responsible for maintaining and renewing SACS accreditation ensuring that all SACS and BFTS standards are implemented
- Serve on an AdvancED Engagement Team every year and maintain state and national standards
- Oversee the preschool's membership and participation in: Georgia Preschool Association, North Georgia Conference Directors Association, NAEYC, AdvancEd, GAYC
- Plan, schedule, and lead new teacher orientation, teacher planning, and all teacher and staff training
- Ensure that all preschool staff have completed background checks and MinistrySafe Sexual Abuse Awareness Training (All new employees, and every two years for all employees)
- Schedule and oversee all safety and evacuation drills: Monthly fire drills, biannual tornado and lock down drills
- Schedule annual CPR and First Aid training for all preschool employees
- Annually review carpool policies and procedures

Supervision Responsibilities

- Hire, train, supervise, and provide professional development for all staff and teachers
- Oversee classroom management and supervision. Address any behavior concerns and serve as contact with teachers and parents when concerns arise. Meet with teachers and parents on an as needed basis
- Complete quarterly Classroom and Teacher Assessments
- Conduct Fall Erol Assessments and Winter Fidelity of Teaching Assessments in all classrooms and meet with teaching teams to discuss results.
- Meet with individual teachers at least four times a year for annual goal-setting meetings, mid-year check-in meetings, spring pre-review meetings, and annual reviews.
- Schedule and lead weekly staff meetings

- Plan, schedule, implement and supervise annual professional development for preschool staff (24 hours a year for each teacher required)

Communication

- External Communication
 - Communicate with TPP community through weekly newsletter
 - Create and oversee a strategic marketing plan to increase preschool visibility and enrollment
 - Host biannual parent town hall meetings
 - Create and communicate annual “State of the Preschool” report
- Internal Communication
 - Communicate and coordinate with Associate Pastor for Family Ministries regarding broader Trinity community events, including, but not limited to: preschool graduation, special programs, fundraisers, Sip n’ Shop, Trinity Christmas Pageant, Vacation Bible School, and special church events and worship services.
 - Communicate with Executive Assistant for the Senior Pastor regarding pulpit and weekly announcements.
 - Report to the session of Trinity Presbyterian Church
 - Regularly communicate with TPP staff regarding external and internal communications, and all necessary information.

Administrative Responsibilities

- Prepare all materials related to the new school year and summer camp registration
- Assist in the development and management of the preschool budget in cooperation with the TPP Board chair, finance chair, and Trinity Finance Committee.
- Ensure proper handling of invoices, check requests, preschool deposits, and monthly credit card expenditures.
- Lead all TPP marketing efforts
- Ensure all areas of the preschool remain safe and clean. Work with the church property manager to ensure safety and cleaning schedules are being followed.

- Consult with the Associate Pastor for Family Ministries on chapel schedule and curriculum.

Other Responsibilities

- Serve as an active member of the TPC staff and attend meetings, retreats, etc.
- Work with the Associate Pastor for Family Ministries to create continuity between TPP and the Trinity Presbyterian Church staff and congregation.

Please submit resume and cover letter to Betsy Oliver (betsytoliver@gmail.com), Chair, TPP Board of Directors.