

Job Description: Director of Buntyn Preschool Immediate Opening



Buntyn Presbyterian Church

Buntyn Presbyterian Church in Memphis, Tennessee seeks a transformational leader, with a passion for developing systems for clear and consistent communication, as the next Director of Buntyn Preschool. Buntyn Preschool was founded in 1946, and since that time has grown into a school that offers a compassionate learning environment for ages 8 months through age 6 (Junior Kindergarten). Buntyn Presbyterian Church is a member of the Presbyterian Church USA (pcusa.org).

The Director is responsible for the management and overall effectiveness of Buntyn Presbyterian Preschool. The Director will ensure the safety, care and quality of education for the Buntyn Preschool community; lead faculty, staff, students, and families; and oversee the development of an organization committed to safety, clear communication, and growth. This position reports to the Session of Buntyn Presbyterian Church. The Director is a full time, salaried position.

Major Responsibilities and Duties:

1. Ensures center compliance with all Department of Human Services Licensing regulations. Ensures compliance with all state laws regarding center operation. Maintains expected communication and documentation with licensing agencies.
2. Responsible for the supervision of preschool staff including hiring, training, evaluating, and scheduling. This includes conducting Annual Evaluations as required by DHS.
3. Ensures all required record keeping is completed on a timely basis and is maintained in an organized, up-to-date manner. This includes, but is not limited to written policies for staff that include job functions, qualifications, lines of authority, staff performance evaluations, and disciplinary processes.
4. Ensures that all monetary transactions with customers and vendors are appropriately handled by the administrative staff and all necessary paperwork is signed by the appropriate authorizing entities.
5. Approve lesson plans, and activities as needed.
6. Procure necessary supplies.
7. Establish and maintain clear, consistent guidelines for school participants related to attendance, safety, health and other school policies.
8. Develop and actively maintain healthy communication with faculty, families, and church leadership utilizing appropriate and best practices technologies.
9. Handle all emergencies in a responsible manner.
10. Engage with invested parties around safety and security processes and protocols.
11. Engage with faculty, staff, students, and families in developmentally appropriate and compassionate ways.
12. Meet with the Session of Buntyn Presbyterian Church on a regular basis, in addition to the Buntyn Preschool Board of Directors. (Note: this may be outside of normal business hours).
13. Perform any other duties as instructed by the Session or DHS.

Qualifications & Skills:

1. Graduated from an accredited 4-year college in an Education or related field.
2. Knowledgeable about early childhood education best practices, and innovative trends.
3. Technological agility to respond to the changing needs of the children, faculty, staff, and families.
4. Experience in coordinating communication to multiple stakeholders.
5. Experience in the classroom at the Preschool level for at least 3 years.
6. Experience in recruiting, hiring, mentoring, supervising and evaluating others.
7. Experience in the education of both children and families.
8. Approachable, clear, and respectful.
9. Ability to uphold the ethics and values of the Presbyterian Church USA.

Preferred Qualifications: (Please note, these are *preferred*, **not** *required*. Candidates without the preferred qualifications are encouraged to apply.)

1. Master's Degree in Education, or related field
2. Previous Experience as a Childcare Director
3. Knowledge and skill in ProCare, Quickbooks, and Google Work
4. Knowledge and experience applying for grants and other financial resources

Physical Requirements:

While performing the above duties, you may experience the following physical demands:

- Sit, turn, bend, reach, walk, talk, hear, and interact with faculty, staff, and others in person, virtually and on the telephone.
- Work in a high paced environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Work at a desk and computer for extended periods of time.
- Occasionally lift up to 50 lbs.
- Work intermittently in outside weather conditions, including extreme heat and cold.

Diversity, Equity, and Inclusion Statement

Buntyn Presbyterian Church is committed to creating, maintaining, and nurturing a diverse and inclusive educational environment. Students, faculty, staff, and families, are from a diverse backgrounds, beliefs, and experiences. We believe that this diversity makes us a more living example of a Beloved Community and seek to encourage caring and courageous conversations across diversity.

Non-Discriminatory Statement

Buntyn Presbyterian Church does not discriminate in its hiring on the basis of age, race, color, religion, national origin, sex, gender identity, sexual orientation, political opinion, marital status, disability status, or any other characteristic protected under applicable state and federal law.

Salary: The salary is commensurate with experience. The starting range is \$60,000/year.

Benefits: 50% tuition break for dependents & assistance with Church Health Memphis Plan Available

Application Process:

1. Submit a Resume, three references, and a PDF answering the following questions to workatbuntyn@gmail.com:
 - a. Describe an experience in which you successfully assisted a teacher with a child who was struggling with their behavior. How did you know it was successful?
 - b. What is your experience with DHS regulations and how do you plan to ensure all employees are consistently and properly trained to ensure the highest quality safety, care, and hygiene in the school?
 - c. If you had the opportunity to organize a preschool from the ground up, how would you incorporate technology into the school environment?