



## Ponte Vedra Presbyterian Church

<b>Job Title:</b>	Director of Promisetown Preschool	<b>Job Category:</b>	Preschool Director
<b>Compensation:</b>	Competitive salary; commensurate with skills	<b>Position Type:</b>	Full-Time during St Johns County School Year; Part-time in summer
<b>Location:</b>	PVPC Campus	<b>Benefits Eligible:</b>	Negotiable
<b>Reports To:</b>	PVPC Session/Preschool Board	<b>Date Posted:</b>	3/20/23
<b>Posting URL:</b>	PVPC Website	<b>Posting Expires:</b>	4/30/23
<b>Vacation:</b>	2 weeks may be taken during summer (Salary is paid over calendar year).	<b>Vacation Restrictions:</b>	Must be pre-approved and restricted around Christmas and Easter.
<b>Applications Accepted By:</b>			

### EMAIL RESUME & OTHER RELATED INFORMATION TO:

[Ghamby@pvpc.com](mailto:Ghamby@pvpc.com)

Subject Line: Preschool Director Position

### OTHERWISE MAIL TO:

Gretchen Hamby  
Ponte Vedra Presbyterian Church  
4510 Palm Valley Road  
Ponte Vedra Beach, FL 32082

### Job Description

#### MISSIONAL BIBLE VERSE & MISSION STATEMENT

*He took a little child whom he placed among them. Taking the child in his arms, he said to them, "Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me." Mark 9:36-37 NIV*

Promisetown is a wonderful outreach ministry of PVPC fostering a life-long love of learning through a Godly worldview in a Christian environment for children ages 2 – Pre-K, and to encourage preschool families to become part of PVPC's body of believers.

#### ROLE AND RESPONSIBILITIES

1. Oversee all aspects of Promisetown Preschools operations. Such aspects include but are not limited to:
  - Set the overall vision for the Preschool.
  - Establish school calendar each year, with planned activities promoting family involvement (i.e. performances, art show, graduation, and possibly fund raiser).
  - Recruit, train, lead and periodically review (minimum twice per year) a qualified staff as well as substitutes to accomplish the mission and vision for the school.
  - Develop and learn curriculum which includes faith based, age-appropriate materials and conforms to state requirements, where dictated.



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### ROLES AND RESPONSIBILITIES Cont.

- Successfully balance being manager, mentor, encourager, and role model for teachers – making the work environment a fun and safe place for staff, parents and especially the children.
- 2. Administrative duties include, but are not limited to the following:
  - Review, revise (as necessary) and implement policies and procedures covering employment, admission, state documentation requirements, safety, and classroom readiness. In addition, become familiar with PVPC's Covenant Care Policy, and assure adherence for all staff, contractors, and volunteers.
  - Understand and comply with all local, state, and federal governing rules and regulations. Be prepared to meet with such authorities during inspections.
  - With the assistance of a bookkeeper, manage the financial affairs of Promisetown, including budgeting, monthly tuition billings/collections, awarding of scholarships, and maintaining all records for the school.
  - Manage enrollment process, including maintaining waiting lists, classroom assignments, and with new families, conduct facility tours.
  - Establish minimum communication standards for yourself and staff (*in-person verbal, written handouts, email, phone and text messaging*) that are used to effectively communicate with parents and others.
  - Keep track of supplies, ordering when necessary. Walk facilities noting cleaning and maintenance needs.
  - Meet with Board, and as necessary, PVPC Session.
- 3. Promote a sense of family and connectedness.
  - Welcoming children at arrival and seeing them off at the end of the day.
  - Engage with parents and guardians and take a genuine interest in each of them.
  - Encourage staff to support each other, engage with parents, and especially the children.
  - Invite families to attend and consider joining PVPC, making it their church home.

### EDUCATIONAL REQUIREMENTS AND OTHER QUALIFICATIONS

A qualified applicant is required to be a Christian, acknowledging salvation comes from Christ alone and what He has done for us already, as a gift, not earned by any of our efforts, but rather through God's unmerited grace and love. The person (*and family, if applicable*) filling this role is also expected to be an active member of a church, preferably PVPC. A solid biblical background as well as continual reading of the Word and active prayer life is expected. Applicant must successfully complete PVPC's Covenant Care process prior to employment.

Other requirements include:

- Bachelor's degree or equivalent experience in lieu of degree.
- Prior experience in early children education is required; prior experience as a preschool director and child development associate certification are preferred, but not required.
- Have completed or will complete prior to commencement of hire, all Florida DCF course work for Directors and Child Care Personnel. Each year thereafter, maintain and remain compliant with all certification and continuing education requirements.<sup>1</sup>

<sup>1</sup> Courses include: DCF 40 hours of training in introductory childcare, 5 hours early literacy and language development, 10 hours annually in-service training, first aid and pediatric CPR, safe sleep/shaken baby syndrome, fire extinguisher, Part I mandated childcare training and credential, 10 hours special needs training, active staff credential (CF-FSP-5211), overview of child care management (EEC1523), FL standards in preschool classroom (VFSP or SPC3TK ), Emergent literacy for VPK Instructors, VPK Director Credential, and Language and Vocabulary in the VPK Classroom.



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### EDUCATIONAL REQUIREMENTS AND OTHER QUALIFICATIONS Cont.

- Passionate about childcare, safety and providing an inviting learning environment.
- Effective communicator, both verbally and in writing to parents, staff, and to state regulators. It is especially important that applicant can engage and interact with children.
- Demonstrate good planning, record keeping, and supervisory skills. Also be able to demonstrate what it means to be a good servant leader.
- Personal traits of encouragement, professional and confidentiality are necessary to succeed in this role.
- Ability to set priorities and multitask working in an environment with constant interruptions.
- Proficient in a wide array of computer skills (i.e., MS Office, social media, and use of design programs), as well as a willingness to learn church specific applications. Usage of Mac OS and Canva is a plus.
- Job requires being able to lift 25 pounds, walk, squat, kneel, sit on the floor, see, hear and clearly speak.

### ADDITIONAL NOTES

Please provide resume, and if so moved, a personal statement of your Christian faith and why you believe you would be well suited to thrive in this position.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time