

## Sequoyah Hills Presbyterian Church Position Description

**Position Title:** Director of Sequoyah Hills Early Enrichment Program (SHEEP)

**Purpose:** The purpose of this position is to administer, develop, and promote the Sequoyah Hills Early Enrichment Program and preschool ministries of Sequoyah Hills Presbyterian Church.

**Relationship:** The director of SHEEP is accountable to the SHEEP Board of Directors and to the Sr. Pastor as Head of Staff. This person must work as a team with the staff and committees working in Christian Formation, specifically working with the Director of Children's Ministries and the division of Christian Formation.

**Qualifications:**

- Hold a degree in early childhood education with preferred experience in Christian education
- Professional experience in administration and management of early childhood education (2-3 years preferred)
- Outstanding communication and relationship skills
- Strong Christian commitment
- Knowledge and experience in the administration of preschool activity based instruction and instructional design

**Responsibilities:**

- Oversee the operation of the preschool in a manner that will contribute to the health, safety, and well being of the children and their families
- Ensure the preschool program conforms to all state and federal standards for licensure
- Interview parents, schedule fees, coordinate registration and admission/withdrawal of students in the program
- Develop and coordinate age appropriate curriculum
- Set goals for the teaching staff and children and develop methods to attain and evaluate these goals
- Supervise and monitor student records
- Plan and conduct regular staff meetings (monthly) and teacher evaluations (2x/year)
- Meet with appropriate Session committees to develop and administer an annual budget
- Report to and work closely with the church bookkeeper, addressing any problems that may arise related to parent tuition payments and staff compensation/benefits
- Work closely with the Director of Children's Ministries to facilitate communication between preschool and Sunday School teachers, use of shared equipment and supplies, and use of centers for the Rotation Model
- Report monthly to the SHEEP Board of Directors about the overall progress of the program and seek guidance on all policy decisions

- Communicate regularly with parents via a monthly newsletter and meetings when appropriate
- Supervise the requisitioning and inventory of supplies
- Coordinate services with outside agencies
- Promote and encourage the commitment to Christ by word and example

**Skills:**

- Work collaboratively with other professional educators, volunteers, and the ministry team, contributing individual gifts and talents while working for the common good
- Demonstrate creativity, flexibility, and loyalty; be energized, approachable, and inviting when dealing with all stakeholders
- Be a servant leader with a strong sense of individual accountability and willingness to delegate responsibility to others involved
- Maintain a high level of organizational skills and a documented ability to meet deadlines
- Manage relationships, communication, promotion, resources, and data effectively
- Utilize relevant computer skills
- Demonstrate a willingness to work within the Presbyterian system of government