

Job Description: Preschool Director

[Church Name] · Approved by SPRC [date] · Reviewed [date]

Reports to: [the pastor / preschool board] — name one supervisor **Supervises:** preschool teachers and aides **Classification:** [full-time / part-time] · [exempt / non-exempt] **Hours:** [] per week, [school-year / year-round] **Compensation:** [rate], reviewed annually

Purpose

To lead a safe, developmentally sound, licensed early-childhood program that serves families well and represents the church faithfully in the community.

Core responsibilities — FULL TIME (30–40 hrs)

Licensing and compliance - Maintain the program's licence in good standing; serve as the named point of contact for the licensing agency. - Maintain required staff-to-child ratios at all times. - Keep all required records: enrollment, immunization, emergency contacts, incident reports, staff files, training hours, and drills. - Prepare for and respond to inspections; report any citation to the pastor and trustees **immediately**, not after it is resolved.

Staff - Recruit, hire, train, schedule, and evaluate teachers and aides [state who approves hiring — the church's SPRC, a preschool board, or the director within a budget]. - Ensure every staff member's background check, training hours, and credentials are current before their first day and continuously thereafter. - Maintain substitute coverage that meets licensing standards.

Program - Oversee curriculum and developmentally appropriate practice. - Maintain the classroom environment, equipment, and supplies within budget. - Handle enrollment, waiting lists, tuition billing, and family communication.

Church relationship - Coordinate use of shared space with the church calendar — the single most common source of friction between a preschool and its host congregation. - Report to [the pastor / council / preschool board] on a stated cycle. - Work with trustees on facility, safety, and playground matters (§2533).

At HALF TIME (15–20 hrs) — what changes

Realistic only for a small part-day program. Compliance, staff records, and licensing contact **do not reduce** — they are the same volume regardless of program size, and a church halving the hours without moving that work has simply made it happen after hours.

Move: tuition billing and enrollment administration to the church administrator; curriculum oversight to a lead teacher; family communication shared with lead teachers.

At QUARTER TIME (8–10 hrs) — what changes

Be skeptical. A licensed program with a quarter-time director usually means either the director is working unpaid hours or something is being missed — and what gets missed is documentation, which is what licensing inspects.

If the program is genuinely tiny or license-exempt, the role becomes: licensing contact, staff records, scheduling, and family communication, with a lead teacher carrying the classroom and the administrator carrying billing. Write it that way, and **check the hours against reality after one term** rather than after a year.

Qualifications

- Meets your state's **director qualification standard** — this is set by licensing and is not negotiable; look it up before writing the posting.
- Early-childhood credential or degree as required by the state.
- Current CPR, first aid, and any state-mandated training.
- Administrative competence: records, budgets, schedules.

Screening — required

Background check to the standard your state's licensing requires — which is often more extensive than the church's ordinary check — before the first day, plus the church's own Safe Gatherings-type training. State requirements are the floor, not the ceiling.

Working conditions

Program hours plus preparation; occasional evening events and parent meetings; active work with young children.

This is a starting point, not legal advice. Employment law varies by state, and your annual conference may have policies that go beyond the Discipline. Before you rely on anything here for a hiring, firing, or compensation decision, run it past your conference office or chancellor.

Paragraph references are to the 2020/2024 Book of Discipline. This document paraphrases; for the binding text, see the Discipline itself.

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