

Soapstone United Methodist Church

12837 Norwood Road, Raleigh, NC 27613

Position Title: Preschool Director

Reports To: Lead Pastor

Work Schedule: 30 hours per week

Position Overview

The Preschool Director provides leadership and oversight for all aspects of the Soapstone UMC Preschool, including daily operations, staff supervision, family communication, enrollment management, budgeting, curriculum support, and program growth. The Director works closely with church leadership, preschool staff, and families to ensure a safe, nurturing, and high-quality early childhood experience that reflects the mission and values of Soapstone United Methodist Church.

Duties & Responsibilities

Leadership & Staff Development

- Recruit, hire, supervise, mentor, and evaluate preschool staff.
- Foster a positive, collaborative, and professional team culture.
- Lead staff meetings, onboarding, training, and professional development.
- Support staff with scheduling, classroom needs, and day-to-day guidance.

Operations & Administration

- Oversee daily preschool operations and ensure smooth program management.
- Manage student enrollment, registration, tours, class placement, and retention.
- Administer an online preschool management tool for records, billing, communication, and reporting.
- Maintain student, staff, medical, attendance, and financial records in accordance with applicable regulations.
- Develop annual calendars, schedules, and operational procedures.

Family & Community Engagement

- Build strong relationships with families through daily interaction and responsive communication.
- Oversee newsletters, emails, and school-wide communications.
- Address parent questions and concerns with professionalism, compassion, and discretion.
- Welcome prospective families and promote the preschool in the broader community.

Financial Management

- Oversee tuition billing, fee collection, payroll coordination, budget **development and** management, and financial reporting.
- Manage payroll processes with accuracy and timeliness in partnership with church finance staff.
- Practice responsible stewardship of preschool resources and purchasing.

Program Quality & Child Development

- Support a developmentally appropriate, play-based learning environment.
- Supervise curriculum implementation through classroom observations and teacher support.
- Coordinate support for children with developmental or learning needs in partnership with families and specialists.
- Ensure all children are safe, supported, included, and cared for.

Church Partnership & Mission

- Oversee classroom, playground, and facility needs in partnership with church leadership.
- Collaborate with pastors, staff, and committees to strengthen the connection between the preschool and the mission of Soapstone UMC.
- Serve as a Christian role model, reflecting warmth, integrity, and genuine care for children and families.

Advisory & Support Relationships

- The Preschool Advisory Committee serves in an advisory role for program planning and evaluation.
- The Staff-Parish Relations Committee (SPRC) designates an official liaison to advocate for and support the Director.

Qualifications & Requirements

- Education: Degree in Early Childhood Education, Child Development, Education, or a related field preferred; equivalent relevant experience will be considered.
- Experience: Minimum of five years of experience working with young children preferred; prior leadership or supervisory experience in a preschool, school, childcare, or related setting preferred.
- Strong written, verbal, and interpersonal communication skills.
- Excellent organizational, problem-solving, and time management abilities.
- Proficiency with Microsoft Office, Google Drive, email systems, and preschool management software.
- Ability to remain flexible and calm in a dynamic school environment.
- Physical ability to meet the active demands of an early childhood setting.