



Westminster United
Presbyterian Church

Preschool Director/Lead Teacher Position Description for the Westminster Preschool of Evans City for the Fall 2019 - Spring 2020 Term

Westminster Preschool is a vibrant preschool program serving our community for 45 years through an exceptional record of preparing students to begin kindergarten. This fall, we will offer two day a week three-year-old classes and three day a week four/five-year-old classes.

Qualifications:

- Christian faith appropriate to working within a Christian based preschool
- Certification in childhood education and teaching experience

Responsibilities:

1. Plans and teaches lessons with Christian themes, which include a variety of small and large motor skill activities, and are sensitive and responsive to the developmental needs of the children served
2. Organizes and implements all phases of the registration process. (i.e., developing forms, advertising openings, distributing and receiving applications, collecting registration and monthly tuition fees and keeping related records, making class assignments)
3. Communicates and advertises the preschool within the community in collaboration with church communication strategies
4. Directs the Assistant Teacher as necessary to achieve program goals
5. Recruits substitute teachers to serve when regular personnel are absent; provides detailed teaching plans to such substitutes; informs treasurer of payments due to substitutes
6. Maintains connection to parents as related to the educational needs of students
7. Obtain proper child abuse clearances in accordance with Pennsylvania law and Westminster personnel policies
8. Other Annual Duties:
 - a. Orders all the school supplies within budgeted limits
 - b. Schedules Life-steps, blind association, and other developmental screenings
 - c. Conducts regular fire drills
 - d. Handles logistical details of any off-site programs ensuring they are consistent with the church's policies regarding such activities

Relationships:

- Works in close partnership with the assistant teacher
- Relates to the Christian Education Committee for general direction
- Submits budget requests and other requested financial information to the Finance Committee
- Participates in annual work reviews with the Personnel Committee
- Is directly supervised by the Pastor

To apply, please send a cover letter and resume to Westminster United Presbyterian Church at pastorwupc@gmail.com or call (724) 538-8188 for more information.