

Trinity United Methodist Church  
Job Description  
Director of Trinity Preparatory Academy

**Position Title:** Director of Trinity Preparatory Academy

**Reports Directly To:** Pastor

**Supervises:** All Preschool Staff

**Works Directly With:** Pastor, Preschool Board, and other church staff

**Position Summary:** Work as a member of the ministry team to provide direction and guidance in fulfilling the mission of Trinity Preparatory Academy through the Preschool. The Director should be dedicated to the spiritual, physical, emotional, educational and social development of children; be able to interact with adults and be able to organize events.

**Essential, Physical, Mental, and/or Environmental Working Conditions:**

1. To demonstrate a Christian attitude which is considerate, friendly, and constructive toward fellow staff workers and members.
2. To deal with all people in a professional manner.
3. To be a team player, working with other employees and laity to serve Christ
4. To be punctual.
5. To follow the policies adopted by the church and board.

**Responsibilities and Duties**

The Director of Preschool is considered a vital part of the overall staff of Trinity United Methodist Church. The Director shall work in cooperation with the pastor, other staff members and the Preschool Board. The Director will be evaluated annually by the Pastor and Preschool Board.

While the Director is responsible for the day-to-day operations of Preschool, the church has appointed a Preschool Board to provide general oversights. The Director shall work closely with the Pastor and Board to ensure that directive from the Board, by-laws, operating guidelines, personnel policies, and TUMC guidelines are fulfilled.

As a vital part of the TUMC church staff, the Director will attend:

1. Every meeting of the Preschool Board.
2. Every Church Council meeting.
3. Work with the various sub-committees of the Preschool Board.

In the area of **Personnel**, The Director will:

1. Recruit employment candidates, receive applications for positions, check references, and conduct background checks on all employees.
2. Make teacher assignments for all classes and programs of Preschool.
3. Present contracts and personnel policies to all employees.
4. Keep up-to-date records on personnel (health, contract, in-service, etc)
5. Prepare substitute list and call substitutes for absent teachers.
6. Evaluate new personnel after 30 days.

7. Evaluate and observe personnel annually. Annual reviews will follow TUMC policies.
8. Serves as the direct supervisor of all teachers, aides, and other personnel for the Preschool.
9. Plan in-service training for personnel.
10. Oversee the curriculum for each classroom, ensuring that the teachers are including quality, Christian education for children.
11. Encourage teachers to attend additional training events.
12. Inform Preschool Board on the status of all personnel.

In the areas of **Maintenance, Purchasing, and Building Use**, The Director shall:

1. Purchase (or oversee) supplies and equipment for the classrooms.
2. Have equipment repaired and maintained.
3. Know and follow policies of TUMC with regards to building use.
4. Inspect the playground daily before children begin play to ensure there are no hazards present.
5. Work with the Preschool Board to ensure that the playgrounds are well maintained and safe.
6. Work with the staff to ensure that rooms are cleaned daily to the specification of state requirements.
7. Work with the Preschool Board to ensure that the rooms are painted, repaired, and floors stripped and waxed as needed.
8. In consultation with the Pastor and Preschool Board, use Houston Independent School District closings.
9. Work cooperatively with the Pastor to ensure shared use of space between Preschool and the other church activities

In the areas of **Finance and Budget**, the Director shall:

1. Work with the Pastor and Preschool Board to develop a yearly budget for the program
2. Review the report with the Pastor and Preschool Board.
3. Work with the office staff of TUMC in submitting payroll information.
4. Work with the Pastor and Preschool Board to review salaries and bonuses of teachers, aides, other staff on an annual basis.
5. When necessary, make recommendations to the Board regarding any changes in the fee structures of the Pastor and Preschool.

In the area relating to **Parents and Students**, the Director shall:

1. Assist the church in inviting families of the Preschool to become a part of the life of TUMC and to develop a deeper relationship with Jesus Christ.
2. Greet students and parents each day as they arrive and depart from the school.
3. Ensure that teachers are keeping parents informed of the progress of their students.
4. Meet with any parents that require a conference.
5. Handle discipline problems as needed.
6. Keep accurate records of conferences, accidents, etc.
7. Assist and educate parents on the use of effective discipline at home and school.
  
8. Work with teachers in developing special classrooms activities for various holidays and special events throughout the year.
9. Perform tours of the school for prospective students and their families.
10. At the beginning of each school year, ensure that all parents receive a copy of the handbook that has been annually reviewed and approved by the Pastor and Preschool Board.

In the area relating to **Licensing**, the Pastor, Preschool Board and Director shall ensure that the Preschool complies with the Texas Department of Family and Protective Services child-care licensing law found in Chapter 42 of the Texas Human Resources Code, the applicable minimum standards, and other applicable rules in the Texas Administrative Code.