



Allisonville Christian Church (Disciples of Christ)

PRESCHOOL DIRECTOR

Status: Part Time (Average of 25 hours per week), Exempt

Job Summary:

The Preschool Director oversees the day-to-day operations of the church preschool. This is a leadership position that requires effective administration, staff leadership, and subject matter expertise. The Director is responsible for creating a positive and enriching learning environment where students can grow, staff can thrive, and the love of God is known. The preschool operates 4-days a week (Mon, Wed, Thurs, Fri) from 8:30 am until 2 pm, with summer and other scheduled breaks.

Essential Functions:

- Design and implement recruitment strategies that maintain sustainable enrollment levels.
- Hire, supervise, and evaluate members of the teaching staff.
- Communicate with parents regarding operations, programming, and events.

- Oversee preschool curriculum and programs, ensuring age appropriate and high quality learning occurs in a safe and fun environment.
- Manage class rosters, teacher assignments, and room equipment/supplies.
- Develop an annual budget and track resource utilization.
- Serve as a liaison between preschool staff and parents to congregational staff and leadership.

Other Responsibilities:

- Coordinate volunteer help as needed.
- Participate in relevant staff meetings.
- Attend relevant meetings with church committees and lay leaders.
- Other duties as assigned.

Benefits:

- Competitive salary
- Two weeks of paid time-off per year
- Access to retirement and financial products offered by the denomination's Pension Fund

The Ideal Candidate Will:

- Hold a bachelor's degree in early childhood education
- Be credentialed as a Child Development Associate (CDA)
- Have at least 3 years of experience in early childhood education

- Strong communication skills for engaging with children, parents, teachers, and church members
- Demonstrate a desire to work in a faith-based organization, appreciating the dynamics (relational leadership, volunteer coordination, consensus in decision-making, attention to values) necessary for success in that environment
- Share (or be willing to develop) a commitment to the work and witness of the Christian Church (Disciples of Christ). More information about the denomination is available at www.disciples.org
- Understand and affirm the congregation's "All Means All" statement, which is available at: <https://www.allisonville.org/allmeansall>

To Apply:

Interested candidates should email a resume to Beau Underwood, ACC's Senior Minister, at: bunderwood@allisonville.org.