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Name Michelle Ingram

Date [12/4/2017](#)

Organization University Christian Church

job Director of Weekday School

position Full time

Salary Competitive salary offered w/ benefits

City Fort Worth

state Texas

contact Michelle Ingram

email michelle@uccftw.com

closing date 30/6/2017

job description

To serve as the director of the Weekday School preschool, a program of Children’s Ministries of University Christian Church. The Weekday School director is a part of the program staff of the church, and responsible for the long-range goals of the school as well as day-to-day school operations. The director is supervised by the Associate Minister of Children’s Ministries, and serves as an ex-officio member of the Weekday School Parent Advisory Board. In addition, the Weekday School director is required to be licensed by the state of Texas as a child care center director. UCC Weekday School is a ministry of University Christian Church. UCC WDS creates a partnership of growth and development for children, parents and staff. Our mission is to create life-long learners through a developmentally appropriate learning environment that meets the needs of children on an individual basis and promotes curiosity and exploration [today](#) and into the future. Our educational philosophy is to help young children become lifelong, enthusiastic learners. This philosophy, based on the sound research principles that undergird the premium preschool programs in the nation, is guided by the criteria for developmentally appropriate practice as established by the NAEYC, the National Association for the Education of Young Children. Within a framework of knowledge of developmental stages of children ages 0-5 years, we provide activities in all major areas of learning. (language, literacy, math, social studies, physical development, art, music, and personal/social skills. Lesson plans and activities are based on the importance of the whole child. General Responsibilities

- Participate as a member of UCC program staff to coordinate policies and programs of WDS with larger church and larger church with WDS.
- Work with Associate Minister to Children for issues of pastoral care for WDS staff and WDS families.
- Finances
- Oversee weekday school budget, including operating, capital expenditures, and reserve funds with Supervising Director Licensing, Records, and Accreditation
- Maintain status of WDS as licensed and accredited child-care center. Including all requirements for student files, staff files and other documentation required by licensing.
- Have extensive knowledge of licensing requirements and ensure that all policies, practices and personnel meet or exceed all requirements
- Personnel
- Supervise all personnel matters including hiring, dismissal, training and classroom practices. Employee concerns or misconduct will be managed with Supervising Director and UCC Personnel Committee if necessary.
- Philosophy, Classroom, and Office Policies and Curriculum
- Maintain mission statement of Weekday School, including whole child, play-based approach to early education
- Maintain curriculum, policies, classroom

practices, and long-range planning in manner consistent with philosophy of Weekday School • Maintain regular office hours during school day for accessibility for parents and staff, including during Early Birds and Discovery Time The Weekday School Board • Participate and work with parent led weekday school board to recommend and discuss school policies, programs, finances and long-range planning Public Relations, Community Relations, and Parent Relations • Oversee and maintain communication with parents, TCU, and community programs on behalf of UCC, working with early childhood professionals in the local area • Maintain membership in professional organizations Maintenance and Security • Oversee maintenance of facility and security and safety policies by working with UCC Buildings and Grounds Job Requirements Required Bachelor's degree in early childhood education, child development, elementary education or similar Preferred Master's degree in early childhood education, child development or similar Minimum 5 years working with children in preschool educational setting Management experience handling budget, staff and resources Strong interpersonal and mediation skills to effectively work with parents and staff Knowledge of state licensure requirements and accreditation guidelines Familiarity and support for play based, experiential, developmentally appropriate child centered learning Job Benefits Full time position Competitive salary negotiable based on experience Healthcare Paid vacation and sick leave Retirement benefits To Apply: Send cover letter & resume to: Alice Phillips, Search Committee Chair maroondoc1@charter.net or Michelle Ingram, Director of Operations michelle@uccftw.com