



Helena United Methodist Preschool Director Job Opening

The Director is responsible for maintaining the daily administrative operation of the facility. Creating a warm and friendly environment and a quality Christian-based, child-centered program. Leading and supporting the staff through teamwork and mutual respect to achieve individual and classroom goals. Must have a strong interest in and a developmentally appropriate understanding of young children with a philosophy that is compatible with the preschool. Must have a strong Christian faith and desire to create communication between the church congregation and the preschool.

Required Skills: Well-versed knowledge of Alabama preschool educational standards.

Communication Skills consistent with both preschool children and adults.

Proficient Computer knowledge: Mac, Quick books, Pages, Social Media

Budgeting and Financial Analysis preferred

Minimum Education: Bachelor's Degree in Early Childhood Education or a related field.

Work Experience: 2 years' experience in Preschool or licensed Child Care Center

Work experience as a director or assistant director in a child care program, preferred.

Work Year: 10 month position, 30 hours/week (Monday-Friday 8:30-2:30)--excluding holidays, Christmas and Spring vacations. June and July as needed to prepare for new school year and end of year financial report

Salary Range: \$20,000-\$24,000

Email resumes to Cynthia Dooley ccdooley@helenaumc.org

Mail: 2035 Hwy 58 Helena, AL 35080

Deadline: April 30, 2021

