

Keystone Christian Preschool Director

Position Classification: Part Time Salaried (Mon- Fri 8 am - 2:30 pm)

Reports To: Preschool Board and Pastor

Keystone Christian Preschool, a ministry of Keystone United Methodist Church in Odessa, FL, is seeking a Preschool Director, starting in the 2023-24 school year, who can successfully manage this well-established school of up to 120 children, ages 2 through 5.

Qualifications:

Faith: Be a committed follower of Jesus Christ, who is an active member and participant in a Christian church community. Actions, behavior and appearance will be representative of a Bible-believing Christian both in and out of the school environment and in use of social media.

Education: Must hold at least an AA from an accredited college or university in Early Childhood Education, with a Level II Director Credential and VPK Endorsement. Must have First Aid Training and be CPR certified. Must be knowledgeable in all applicable FL licensing laws and VPK standards. Knowledge and experience of implementing educational programs is preferred.

Experience: Must have at least two years of successful classroom teaching in Early Childhood Education and two or more years of successful supervisory/administrative experience.

Job Responsibilities:

- Organize and direct all daily operations, ensuring compliance with all state licensing laws.
- Hire, supervise, and develop (spiritually and professionally) our preschool staff.
- Be a connector with families, students, and staff
- Exhibit both exceptional written and verbal communication skills.
- Work cooperatively with the governing committees of Keystone United Methodist Church
- Be computer proficient (Word, Outlook, Excel) and have a willingness to learn new computer programs such as ProCare.

With your resume, please include a cover letter with a brief written statement describing your personal philosophy on Christian education for preschool aged students. A job description that provides further details of the position is available for review upon request.

Salary determined by qualifications. Selected applicant must successfully pass all background checks and fingerprint clearances.

We look forward to receiving your resume and cover letter. Please email to:

keystoneunitedmethodist@gmail.com.

The deadline to apply is March 1, 2023.