

Preschool Director

Position Summary

Govans Presbyterian Church is seeking a dedicated and experienced Preschool Director to lead and oversee all aspects of our Preschool, including Extended Day Care and Summer Program. The Director will foster a nurturing, faith-centered environment where children grow academically, socially, and spiritually in a caring community with a focus on play-based learning.

The Preschool Director is responsible for the overall leadership, administration, and supervision of the Preschool program. This includes staff supervision, enrollment management, curriculum oversight, regulatory compliance, financial management, and partnership with church leadership and families.

Key Responsibilities

Leadership & Administration

- Oversee daily operations of the Preschool program
- Manage registration, enrollment, and student records
- Supervise and evaluate teaching staff
- Hire, orient, and support faculty and substitutes
- Conduct regular staff meetings
- Communicate effectively with parents and address concerns
- Ensure compliance with all Office of Child Care regulations
- Maintain readiness for inspections

Curriculum & Program Development

- Approve and monitor age-appropriate curriculum
- Ensure regulatory compliance in all classrooms
- Support ongoing professional development (including required certifications such as CPR/First Aid)

Financial Management

- Develop and manage the annual budget

- Oversee tuition billing and payment records
- Work with the Preschool Committee to set tuition and staff compensation
- Coordinate payroll reporting and vendor payments
- Maintain financial documentation for audits, tax statements, and scholarships

Church & Community Engagement

- Collaborate with church staff and Preschool Committee
 - Coordinate monthly chapel services
 - Organize special events, field trips, and family engagement activities
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Qualifications

- Bachelor's Degree in Early Childhood Education or Elementary Education
OR 120 college credit hours with 12 credits in Early Childhood Education
 - Minimum three years of administrative or leadership experience in early childhood education
 - Prior preschool teaching experience required
 - Strong organizational, communication, and interpersonal skills
 - Must meet Maryland State requirements for Director certification
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Accountability

The Preschool Director reports to the Pastor (Head of Staff) and works in partnership with the Session (the church board of directors), Administration and Personnel Ministry Area, and Preschool Committee.

Compensation

The anticipated annual salary for this position begins at \$65,000, with final compensation determined by experience and qualifications.

Benefits include:

- Medical and dental insurance
- 403(b) retirement plan
- Paid leave

- Paid holidays
- Child care allowance

To apply: Please submit a resume and cover letter detailing your experience and interest to preschoolcommittee@govanspres.org.