

## **JOB DESCRIPTION**

**PURPOSE:** To provide leadership, guidance, and direction for the daily operations of Trinity United Church of Christ Preschool.

**JOB DUTIES:** The following duties are considered essential to the job. Qualified individuals must have the ability – with or without reasonable accommodation – to perform the following duties:

1. Plans, develops, and implements the overall program for the Preschool. Plans daily activities, snacks, maintenance, and return classrooms to pre-class condition.
2. Conducts staff meetings, orientation, and in-service training of staff and volunteers. Assures that staff stays abreast of current trends and new teaching techniques.
3. Generates/maintains all necessary records and reports. (Ex.: Child records, Registrations, etc.)
4. Operates the school within budgetary guidelines. Prepares fiscal reports as necessary.
5. Acts as liaison to parents, church members and staff to resolve any issues/concerns in an effective and timely manner. Uses a confidential approach when dealing with delicate issues.
6. Maintains an environment that is safe and conducive to learning. Provides for proper sanitation and food preparation.

**SECONDARY FUNCTIONS:** The following are secondary to the essential functions listed above:

1. Contributes ideas/suggestions and develops promotional materials.
2. Provides for the professional growth of the staff.
3. Provides for the compilation and printing of the School's newsletter.
4. Provides for parent programs and education experiences when appropriate.

To apply: Send resume to Trinity UCC

2340 State St.

East Petersburg, PA 17520

Or email: [secretary@trinityeastpete.org](mailto:secretary@trinityeastpete.org)