



3966 Old Bridge Road • Woodbridge, Virginia 22192
www.oldbridgechurch.org

July 19, 2019

DIRECTOR OF EARLY CHILDHOOD AND SPECIAL EDUCATION

ADMINISTRATIVE:

Established Position
Salary range: \$30,000-\$35,000 annually
Reports to Executive Director Old Bridge Church

STATEMENT OF PURPOSE

Old Bridge Church (OBUMC) is a dedicated community of 200-300 active members that aim to be continually *transformed by the love of Christ by serving Christ, loving neighbors, inviting people, and building community*. OBUMC is a congregation that includes dynamic pastoral leadership, is a leader in mission and outreach ministries, has strong Adult small groups, is highly active in spiritual formation groups (e.g. Walk to Emmaus and Chrysalis), BSA Scouts, AWANA, Preschool and much more. We are looking for candidates who have passion and vision for early childhood development in a church environment and have skills, experience, and drive to turn that vision into a reality.

POSITION DESCRIPTION

Old Bridge Church and Preschool are seeking an Early Childhood and Special Education Director. Old Bridge Preschool is a ministry of the church and maintains a child-centered program, open to all children between the ages of two and five years old, and proudly serves special needs children and families in the early stages of childhood development. The Preschool Director will be responsible for continuing to provide a whole-child curriculum that meets the physical, intellectual, social, and emotional needs of each child in a developmentally appropriate way. The Director will establish positive, effective communications and supportive ties with staff, Prince William County Schools, students and families.

QUALIFICATIONS AND REQUIREMENTS

- Must have managerial and supervisory experience.
- Bachelor's degree in Education or a related field OR at least seven (7) years early childhood education experience which includes a minimum of two (2) years supervisory experience in a similar early childhood setting.
- Experience with preschool age children, and special needs children.
- Professional education qualifications and certifications a plus.
- Maintain state licensing requirements
- Pass background screening requirements according to state, federal, and organization policies and guidelines.

NECESSARY RESPONSIBILITIES, CHARACTERISTICS AND EXPERIENCE

- Create a warm and welcoming preschool environment that is based on positive reinforcement.
- Create and implement all policies and procedures related to curricula, hiring, and evaluation of teachers, assistants, and students.
- Complete state licensing requirements yearly.
- Supervise and evaluate staff members.
- Leads a Preschool Advisory Board.

- Create and implement the annual fiscal budget of the preschool with financial assistant/bookkeeper.
- Create communication tools for all students' families and staff.
- Manage all action plans for children with special needs.
- Confer and liaise with Prince William County's Child Find Office.
- Observe and collect data for children with special needs.
- Observe and confer with staff on classroom setup, management, and behaviors.
- Advocate on behalf of the education needs of preschool children and children with special needs.
- Manage all fundraising efforts in cooperation with a fundraising committee for tuition assistance, facility improvements, and new materials.
- Participate in staff development including yearly VAECE conferences.
- Coordinate with church committees as needed.
- Attend church staff meetings.
- Lead staff meetings of preschool personnel, age-level meetings, and individual action plan meetings.
- Attend IEP meetings as needed.

WORKING CONDITIONS

This position may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands may be required are as follows:

- Pushing and or pulling
- Climbing
- Stooping
- Reaching
- Talking
- Hearing
- Seeing

The incumbent must be able to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure. Must be able to interact with people from various backgrounds. Being an extrovert is a plus. Ability to adapt, perform informal evaluations and make decisions based on sensory or judgmental criteria.

This is a full-time salaried position with varied hours (evenings and weekends) to support the various missions and functions of the church and Preschool.

Paid Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Veteran's Day, Columbus Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and Christmas Eve/Good Friday as ½ days not to impact scheduled operations. Summer vacation and extended vacation periods as approved by the Executive Director of Old Bridge Church.

A performance evaluation will be conducted annually.

Applicants should send resume and cover letter to jobs@oldbridgechurch.org