



Preschool Director/Lead Teacher Position Description for the  
Westminster Preschool of Evans City for the Fall 2021 - Spring 2022 Term

[wucppreschool@gmail.com](mailto:wucppreschool@gmail.com)

Church phone: (724) 538-8188

Westminster Preschool is a vibrant preschool program serving our community for 45 years through an exceptional record of preparing students to begin kindergarten. This fall, we will offer a two day a week three-year-old class and a three day a week four/five-year-old class.

Qualifications:

- Christian faith appropriate to working within a Christian based preschool
- Training and/or experience working with and teaching preschool children.

Responsibilities:

1. Plan and teach lessons with Christian themes, which include a variety of small and large motor skill activities, with sensitivity and responsiveness to the developmental needs of the children served
2. Organize and implement all phases of the registration process. (i.e., developing forms, advertising openings, distributing and receiving applications, collecting registration and monthly tuition fees and keeping related records, making class assignments)
3. Communicate and advertise the preschool within the community in collaboration with church communication strategies
4. Direct the Assistant Teacher as necessary to achieve program goals
5. Recruit substitute teachers to serve when regular personnel are absent; provide detailed teaching plans to such substitutes; inform treasurer of payments due to substitutes
6. Maintain connection with parents as related to the educational needs of students
7. Obtain proper child abuse clearances in accordance with Pennsylvania law and Westminster personnel policies
8. Other Annual Duties:
  - a. Order all the school supplies within budgeted limits
  - b. Schedule Life-steps, blind association, and other developmental screenings
  - c. Conduct regular fire drills
  - d. Handle logistical details of any off-site programs, ensuring they are consistent with the church's policies regarding such activities

Relationships:

- Work in close partnership with the assistant teacher
- Relate to the Christian Education Committee for general direction
- Submit budget requests and other requested financial information to the Finance Committee
- Participate in annual work reviews with the Personnel Committee
- Directly supervised by the Pastor

To apply, please send a cover letter and resume to [wucppreschool@gmail.com](mailto:wucppreschool@gmail.com)