

Job Description
DIRECTOR OF THE GLENN SCHOOL FOR YOUNG CHILDREN
Glenn Memorial United Methodist Church

OVERVIEW

'It is the philosophy of the Glenn School Board, exercised by the Glenn School for Young Children, that the early years of children's lives should be rich and happy incorporating supportive and loving resources that facilitate social, emotional, cognitive, physical, and spiritual growth. The goal of the Glenn School Board is to create an atmosphere in which children are accepted and loved for who they are; where families are engaged in a supportive, inclusive, and giving school community; where children are empowered to communicate with adults and with other children; where children and their families are exposed to a life of spiritual wealth; and where children experience the joy and wonder of learning through play.' - Bylaws of the Glenn School Board

The Director of the Glenn School for Young Children is the chief administrator of the Glenn School for Young Children; ensures that the philosophy and goals of the Glenn School Board are exercised to their fullest and that all policies and procedures are followed; ensures that the Glenn School remains, and is known to be, a safe, accepting inclusive, affirming environment for its enrolled children, their families, and its staff; and oversees the financial stability, enrollment, staff, operational functioning, and community presence of the Glenn School.

The Director of the Glenn School maintains a high level of integrity and exercises excellent communication skills with children and adults; remains a visible, approachable, creative, self-starting, and caring leader; exhibits the skills and grace to develop and maintain a fulfilling working environment for Glenn School staff and sense of community among Glenn School families; and supports and promotes the ministerial relationship with Glenn Memorial United Methodist Church.

SUPERVISOR

- Reports to Glenn Memorial UMC's Senior Associate Pastor with accountability to the Glenn School Board, the Glenn Memorial UMC Church Council, and the Glenn Memorial UMC Staff Parish Relations Committee.

TIME COMMITMENT

- Part-time; Permanent; 30 hours/week on average; Salaried. Some weekend hours will be required.

EDUCATION

- Bachelor's degree or equivalent required.
- Bachelor's degree or higher in a field related to childhood development and/or education may be highly considered.

QUALIFICATIONS/EXPERIENCE/SKILLS

- Skills and experience teaching young children in alignment with a philosophy that is consistent with the Glenn School Board's philosophy and goals.
- Strong organizational skills.
- Strong communication skills 1:1, before groups, and written. Strong sense of effective communication through electronic means, including social media, is a plus.
- Successful experience managing a staff.
- Skills and experience in volunteer recruitment and organizing special school/community events, including fundraising events.
- Enthusiasm for leading the Glenn School community and working alongside its stakeholder groups.

DUTIES AND RESPONSIBILITIES

- **General School**
 - Attend meetings of the Glenn School Board, Parent Council, Staff Advisory Board, and other meetings as the need arises.
 - Participate in Personnel Committee, Scholarship Committee, Bylaws Committee, and Nominating Committee meetings of the Glenn School Board.
 - Manage the registration and enrollment process: set deadlines; organize and oversee community communication; plan and facilitate prospective family Open House events; facilitate or appropriately delegate observation/classroom visits for prospective parents; take action to drive full classroom enrollment; make final decisions on admittance; make room assignments; and manage wait lists.
 - Coordinate with Lunch Bunch coordinators to ensure coverage for the end-of-school-day and timely payment of wages for Lunch Bunch Coverage.
 - Work with the Glenn Executive Minister/Church Business Administrator to address matters related to building and grounds.
 - Maintain and oversee the general school calendar including classroom field trips, extracurricular activities, and coordination with the church calendar.
 - Oversee all classroom schedules.
 - In coordination with the Glenn School Board Treasurer and Bookkeeper, develop the annual Glenn School budget and present it for approval to the Glenn School Board in its November meeting.
 - Oversee compliance with the Glenn School budget.
 - Oversee payroll and invoice payments executed by the Bookkeeper.
 - Coordinate with the Bookkeeper to oversee and pursue tuition delinquencies.
 - Oversee timely deposits of tuition payments.
 - Ensure information communicated about the Glenn School, hardcopy, electronic or verbal, is current and accurate.
 - Ensure the Glenn School website is functioning properly, and all information contained is accurate and up to date.
 - Oversee and approve all information communicated from the Glenn School to families, the community, or other external stakeholders.
 - Plan for and execute the annual Glenn Gala with the Glenn Gala Committee and oversee any other fundraising efforts in conjunction with appropriate stakeholders.
 - Manage and be routinely present during morning and afternoon carpool to ensure a safe and enjoyable experience for Glenn students and caregivers.

- **Church Partnership**

- Attend Glenn Memorial UMC weekly staff meetings.
- Attend and submit requested reports to the Glenn Memorial UMC Church Council meetings and annual Charge Conference or seek approval to have an appropriate delegate represent the Glenn School.
- As necessary, act as the liaison between the Glenn Executive Minister/Church Business Administrator and/or Finance Committee and the Glenn School Board Chair, Treasurer, and/or Bookkeeper.
- Coordinate with church ministry or administrative staff surrounding communications and announcements.
- Coordinate with the church ministry or administrative staff surrounding the use and care of buildings & grounds.
- Attend and/or support annual or periodic community-wide outreach events of the Glenn Memorial UMC; such as, Children's Sabbath, Egg-cellent Saturday, and Trunk or Treat.
- Assist in highlighting within the Glenn School community the [Welcoming Statement of Glenn Memorial UMC](#) and communicate that all families are welcome into the ministries and activities of the church.

- **Support to Staff**

- Hire all employees and issue contracts and/or letters of employment for new staff members in consultation with the School Board Personnel Committee.
- Take necessary action to address and resolve personnel issues promptly, professionally, and with care, engaging the Personnel Committee or other resources as necessary.
- Conduct teacher orientation for all new and returning teachers, para-pros, and substitutes at the end of the summer, including a review of policies and procedures of the Glenn School.
- Prepare for and conduct monthly staff meetings.
- Meet formally with teachers at least twice a year to review curriculum, classroom dynamics, and issues related to co-teacher assignments/relationships.
- Conduct annual teacher evaluations in conjunction with the Personnel Committee.
- As needed, meet with staff or individual teachers in consideration of classroom, staff, or other internal issues.
- Manage day-to-day staffing and ensure teacher or para-pro absence are accounted for and necessary coverage is in place. Ensure absences are properly recorded for payroll.
- Oversee the development and delivery of classroom curriculum that is consistent with the Glenn School Board philosophy and goals.
- Review monthly classroom calendars, classroom notes, and/or lesson plans, and follow up with teachers, as necessary.
- Ensure the supplemental art program, available to classes of Five-Day-Threes through Kindergarten, remains fully resourced, effectively delivered, enriching for enrolled children, and communicated to families.
- Ensure that necessary resources are available for the supplemental music program and that it remains a fun and enriching experience enrolled children.
- Attend and participate in Staff Advisory Board meetings.

- **Support to Families and Community**

- Communicate promptly and effectively with current and prospective families or any stakeholders of the Glenn School.

- Attend Parent Council meetings.
- Be aware of family needs as communicated by others and assist or direct the implementation of programs or initiatives in response to those needs.
- Plan and facilitate the New Families Program and promote volunteer involvement.
- As needed/requested, be available for consultation with teachers or families.
- Communicate daily with the School Counselor.
- Communicate regularly with teachers to maintain awareness of all individual and classroom needs.
- Attend any parent/teacher conference that is requested by the teacher, parent, or Counselor, or delegate appropriately and remain abreast of issues and resolutions discussed.
- Coordinate as needed with the Summer Camp Director for annual transition of families participating in both ministries.
- Write articles for the Glenn School Newsletter.
- Write and send a weekly email to all of the Glenn School community.
- Attend and assist the Parent Council with all Glenn School family functions.
- Assist in the organization and execution of Parent Council tasks and activities, including but not limited to, organizing the annual Parent Workday at the end of the summer.