

We're Hiring!

Preschool Director Job Opportunity

The Preschool at DUMC is seeking a new Director for our faith-based school. This is a salaried position with the following hours:

- School Year (10 months): Monday – Friday, 8:15 am - 3:15 pm
- Summer (2 months): Three days per week, 9:00 am - 1:00 pm

Responsibilities include:

- Overseeing the daily administration of the Preschool while ensuring that the philosophy and goals of early childhood education are being met.
- Supervise all staff, including hiring new staff, communicating schedules and events to staff and parents, and providing professional development to staff.
- Oversee age-appropriate curriculum that addresses the four aspects of growth and development: Intellectual, social, physical, and emotional.
- Communicate through social media.
- Serve as a liaison between the Preschool staff and the Preschool Board by reporting on current Preschool happenings at each Preschool Board Meeting and serving on a sub-committee.
- Organize and attend all special events hosted by the Preschool, including but not limited to holiday events, concerts, art shows, and other events.

Qualifications

- Bachelor's degree
- PA Teaching Certificate (Early Childhood preferred)
- PA State Police Criminal Background Check, PA Child Abuse History Certification, and FBI Fingerprinting

- Minimum of 3 years teaching experience, with an emphasis on Early Childhood Education
- Familiarity with current Pennsylvania Department of Education standards for pre-K programs
- Must be able to communicate effectively, prioritize tasks, exercise good judgment, and work well as part of a team
- Management experience is preferred

Additional Information

- Compensation and performance are reviewed annually.
- This position reports directly to the Preschool Board.
- A complete job description is available upon request.

*Interested candidates should submit a letter of intent and resume to:

John Bechtel at jbechtel@DoylestownUMC.com

-or-

Mail to:

Preschool Board Personnel Committee
320 E. Swamp Road
Doylestown, PA 18901