



UMC Preschool

UMC Preschool - Burlingame, located in Burlingame, CA, is searching for a passionate, experienced director for the 2024-25 school year. Candidates with experience in a preschool environment either as a parent, teacher, or administrator required, cooperation/parent participation preschool preferred. UMC is a play-based school that fosters growth, empathy, independence, and curiosity in children ages 18 months - 5 years of age. As a parent co-op, UMC offers parent education opportunities and many community-building events for parents and children alike. We are looking for a new director to start in August 2024 under the mentorship of our beloved outgoing director, and take on the full role of Director starting January 1, 2025. Applicants can submit the following via email to director@umcpreschool.org by April 15, 2024:

- Resume
- Cover letter
- 2-4 professional references

UMC Preschool Director Job Description

A. Qualifications:

1. Credential: California Teaching Credential is desirable but not required.
2. Education: Bachelor's Degree, including all courses needed to meet director job requirements.
3. Experience: Participation as a teacher or a parent in a parent-cooperative nursery school.
4. Other Desirable Qualifications: An early childhood education credential would be desirable but not required.

B. Philosophy:

1. Acts in accordance with UMC Preschool educational philosophy and also with the goals and philosophy of the San Mateo Council and California Council of Parent Participation Nursery Schools.
2. Upholds the philosophy of UMC Preschool as a developmental cooperative preschool: working toward the program's goals by providing an environment, materials, and information to allow the staff, parents, and children to learn and develop together.
3. Encourages staff willingness and professionalism to foster the development of parent education through modeling, encouragement, guest speakers, etc. as appropriate for a parent participation preschool model.
4. Continues own personal and professional growth process through further education courses to best enhance and promote the ongoing growth process at UMC Preschool and to keep well equipped to communicate to the parents the concept of "growth as a process".

C. Objectives:

1. To foster continued growth of the school by upholding both short and long-term visions for the preschool and working with the Board of Directors to implement these visions
2. To adapt school classes and programs in response to changing Preschool, Pre-K and Transitional Kindergarten offerings, while maintaining the integrity and mission of the nursery school.

3. To ensure the school and membership act in accordance with our Bylaws and our Rules and Procedures.
4. To ensure a safe, creative, positive learning environment and developmentally appropriate programs in each preschool class on an ongoing basis.
5. To act as a “Master Teacher” and evaluate each teacher’s competence in the classroom and share constructive feedback and recommendations.
6. To maintain high professional standards, including confidentiality, and promptly communicate concerns with staff members.
7. Follow all guidelines and protocols recommended for running a safe and age-appropriate program.

D. Duties & Responsibilities:

1. Professional Standards and Liaison Duties:

- Maintain a Director’s file containing information pertinent to running a legally established preschool, including personnel, state licensing, school finances, school inspections, disaster plans,, and other pertinent information.
- Ensure that UMC Preschool adheres to the California Department of Social Service License requirements, and any and all other state, city and county requirements, guidelines and expectations.
- Responsible for Use Permit Renewal with the Burlingame United Methodist Church (BUMC).
- Serve as liaison between UMC Preschool and the BUMC by maintaining a positive relationship and fulfilling all contract requirements as needed.
- Work closely with San Mateo Council of Parent Participation Nursery Schools (SMCPPNS). Complete council surveys as necessary. Serve as an advisor for the San Mateo Council Board on a rotating basis. Attend SMCPPNS Directors Group, Networking Night, and Parent Resource Night.
- Serve as a liaison between the Board of Directors and the teaching staff.
- Serve as a professional spokesperson for UMC Preschool.
- Participate in and support Community Organizations and Events, including, but not limited to Preschool Preview Nights, Holiday Parades, etc., to ensure visibility and continued community support.
- Attend UMC Preschool Community Building and Fundraising events including, but not limited to, the Orientation Night, All School Pumpkin Patch field trip,, Scholastic Book Fair and Winter Event, Open House/Playdates, Family Fun Night, UMC Auction, and Graduation and End of School Year Park Party.

2. Coordination of Staff Supervision, Support, and Curriculum Implementation

- Plan and conduct monthly staff meetings and annual teacher in-service.
- Oversee payroll (teacher’s hours input bi-weekly). Open communication between UMC Treasurer and Bookkeeper.
- Serve on the hiring committee and conduct new employee training and orientation of all new directors, teachers, and assistant teachers.
- Revise & update Staff Handbook and maintenance of Teacher Files in compliance with CA state requirements (including immunizations, CPR/First Aid training, TB clearances, fingerprinting, and background checks).
- Remain current in Early Childhood Education by furthering personal growth at professional conferences and workshops annually and bringing new information

and ideas to staff to strengthen programming.

- Facilitate ongoing staff development, including reviewing annual evaluations, setting professional goals, mentoring, and providing/encouraging ongoing education opportunities.
- Participate in the annual review of performance and teacher salary increases, holiday and preparation pay, and appropriate bonus compensation.
- In coordination with Teachers, develop, organize, and implement the educational program, including classroom planning, parent education classes, community building events, special events, and projects.
- Conduct classroom observations, child observations, consultation, participation in IEPs (Individualized Education Plans), referrals to outside agencies & letters of recommendation as necessary to support staff and families.
- Plan and oversee the Summer School Program, provided we have current staff members available to teach said program.
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3. Advise and Assist in the Operation of the School

- Attend monthly board meetings and participate as a resource and professional consultant (in the administrative and educational aspects of running the preschool nursery school).
- Make annual revisions necessary as voted upon by the Board of Directors and Membership to the By-Laws, Employee Handbook, Family Handbook, and Orientation materials.
- Develop an annual All School Calendar.
- Maintain fiscal awareness of the school's finances, working closely with the school treasurer.
- Advise and assist Board Members as necessary.
- Serve parents as a resource and support regarding parenting, staff and program issues UMC Preschool , RPNS history and philosophy, policies, and educational materials.

4. Facilities and Site Management

- Maintain Egress policy, oversee Fire and Earthquake Disaster Drills and documentation, and ensure annual fire inspection and service of fire extinguishers.
- Purchase classroom materials, office supplies, and items for curriculum development.
- Purchase furniture and fixtures for inside and outside school classrooms.
- Oversee protocol plan for cleaning & disinfecting facility.
- Negotiate lease, tenant improvements and repairs with BUMC

Compensation is hourly and commensurate with experience. Expected hourly commitment is 20-30 hrs./month starting in August 2024; and will increase to 70 hrs./month starting January 2025.