

Wesley Memorial Methodist Church

POSITION DESCRIPTION

JOB TITLE: Director of Wesley Memorial School

REPORTS TO (Title): Business Operations Manager

FLSA STATUS: Exempt

UPDATED: August 16, 2025

POSITION SUMMARY:

This position serves as the chief administrator of Wesley Memorial School's early childhood ministry, overseeing comprehensive educational programming for children ages 3 months to 6 years in nursery, preschool, and kindergarten programs. The director focuses on **nurturing** the spiritual, emotional, and developmental growth of young children through Christ-centered education, **leading** a professional staff team in delivering excellence in early childhood education, and **building** strong partnerships with families and the church community. The director will create dynamic educational programming that integrates Methodist values with developmentally appropriate practices, ensuring both spiritual formation and educational excellence. Oversee and manage the success of the WMS Administrator and teachers/staff.

All employees of Wesley Memorial will exemplify our church staff *core values*: CARE, COMPETENCY, COLLABORATION and CHARACTER.

CORE VALUES - KEY DUTIES AND RESPONSIBILITIES:

The following responsibilities demonstrate how each core value is lived out specifically in Early Childhood Ministry Leadership:

CARE

Providing exceptional educational leadership that demonstrates genuine concern for children's spiritual, emotional, and developmental well-being

- Provide daily administration of WMS including safety and safety procedures, staff and student policies, daily operations, and comprehensive records management with attention to each child's individual needs
- Provide support to staff, parents and students through care, educational guidance, and crisis support when needed

- Ensure all educational programming reflects Christ's love and creates nurturing environments where children feel safe, valued, and loved
- Develop and implement policies that prioritize child safety, family support, and spiritual formation
- Foster meaningful relationships with families that support their parenting journey and spiritual growth
- *Success indicator: Maintain 95% family satisfaction rating and achieve zero safety incidents*

COMPETENCY

Demonstrating excellence in educational leadership, financial management, and professional development

- Manage fiscal responsibility for WMS including annual budget development, disbursements, inventory management, and long-term financial planning with stewardship principles
- Develop, implement and evaluate curriculum in collaboration with staff that integrates Methodist values with developmentally appropriate educational practices
- Develop and administer summer camp program with comprehensive programming and safety protocols
- Administer payroll and all aspects of staff employment, assignments, development, and evaluation with professional human resources practices
- Manage communications for WMS in collaboration with staff, church and community including marketing, visioning, and community engagement
- Develop timelines for annual marketing through variety of venues: Open House, website, Facebook, printed materials, banners, etc.
- Manage social media and weekly church communications with WMMC through Facebook
- Manage financial resources responsibly including budgeting process, expense management, and reporting to the designated church financial manager
- Maintain work/life balance through scheduled day(s) off and sabbath practice
- Gain new skills and expand knowledge base through continuing education in early childhood education and Christian educational leadership
- *Success indicator: Achieve 90% staff retention, and ensure 100% regulatory compliance. 100% compliant on Financial Team set thresholds/forms + submit monthly Credit Card form & receipts by date due*

COLLABORATION

Working cooperatively with staff, families, church leadership, and community partners to create unified educational approaches

- Provide support to Wesley Memorial Ministry teams through active participation in meetings and collaborative programming

- Work collaboratively with church staff to ensure seamless integration of school programming with broader church ministry
- Collaborate with WMS Board on marketing, visioning, and strategic planning initiatives
- Foster positive team dynamics among teaching staff through regular communication, shared vision, and mutual support
- Maintain strong relationships with families through regular communication, parent engagement opportunities, and partnership in children's spiritual and educational development
- Coordinate with community early childhood programs and regulatory agencies to maintain professional standards and community connections
- *Success indicator: Achieve 100% positive collaboration ratings with church staff and maintain 95% parent engagement in school activities*

CHARACTER

Demonstrating personal integrity and spiritual maturity that reflects Christian values and Methodist doctrine

- Demonstrate commitment to the Christian faith and serving God through excellence in early childhood ministry and education
- Model Christ-like character in all interactions with children, families, staff, and community members
- Be in alignment with the orthodox, evangelical doctrine of the traditional Methodist Church
- Integrate Methodist values and Christian education principles throughout all school programming and curriculum
- Maintain professional boundaries while building meaningful relationships with families and staff
- Demonstrate ethical behavior in all financial management, staff supervision, and family interactions
- Lead by example in spiritual formation, professional development, and servant leadership
- *Success indicator: Maintain consistent personal spiritual practices*

Other Duties

- All other work-related tasks as assigned by WMS Board
- Participate in church staff meetings and ministry planning sessions as assigned

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

Preferred Qualifications:

- Bachelor's degree in Early Childhood Education, Family and Child Development, Early Childhood Special Education, Elementary Education, or related field required

- Three to five years prior experience as a program administrator, preferably in Christian weekday school setting
- College credits and/or training related to management and leadership knowledge
- Experience with accounting and payroll administration
- Safe Church certification or willingness to complete within 30 days of hire
- State licensing requirements for early childhood program administration
- Proficiency in Microsoft Office applications and accounting software
- Social media and web management experience
- Technology proficiency in educational software and communication platforms
- Strong organizational skills and attention to detail
- Valid driver's license and reliable transportation for school-related activities

MINISTRY-SPECIFIC QUALITIES:

- **Educational Leadership:** Comprehensive knowledge of early childhood development and age-appropriate educational practices
- **Spiritual Formation:** Ability to integrate Christian values and Methodist principles into educational programming
- **Staff Development:** Skilled at recruiting, training, and mentoring early childhood educators
- **Family Partnership:** Ability to build meaningful relationships with families and support their spiritual and parenting journey
- **Financial Stewardship:** Experience in budget management, financial planning, and resource allocation
- **Regulatory Compliance:** Understanding of state licensing requirements and safety protocols for early childhood programs
- **Communication Excellence:** Strong written and verbal communication skills for diverse audiences
- **Crisis Management:** Ability to handle emergencies and sensitive situations with professional competence and pastoral care

SUPERVISORY RESPONSIBILITIES:

Direct supervision of Administrative Assistant to the Director of Wesley Memorial School and comprehensive oversight of all WMS teaching staff.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit/stand for extended periods of time, speak and hear. The employee is frequently required to walk, write, reach with hands and arms, stoop or kneel. Must be able to lift a minimum of 50 lbs. Specific

vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent in this position will work primarily in early childhood educational environments with regular interaction with young children, families, and educational staff, requiring strong communication skills, professional demeanor, and ministry sensitivity.

BY SIGNING THIS DOCUMENT:

I am confirming my understanding of the expectations of the Director of Wesley Memorial School at Wesley Memorial Methodist Church.

I will strive to demonstrate personal integrity and professional excellence that reflects Christian values and Methodist principles.

Signature Date

Print Name