



PARK STREET BRETHREN CHURCH

Park Street Preschool Administrator Job Description

The Administrator will oversee and manage all operations of the Park Street School preschool and daycare ministry of Park Street Brethren Church. The ideal candidate is highly organized, a self-starter, a strong manager, and strong communicator. The Administrator is a full-time, salaried position, with hours to be determined.

Job duties include but are not limited to:

Operations:

- Assess and make recommendations for: school structure, functions and operations, personnel and wage structure, tuition and cost structure, integration into the life of the church, and others as deemed necessary for pastoral and board approval
- Serve as the bridge between the school and the church, implementing and maintaining a program which integrates church staff and the congregation into the daily life of school ministry
- Create and manage an annual budget and bookkeeping, alongside office support staff
- Oversee the maintenance of student accounts, medical records and files, as well as preparation of tuition and year-end tax statements, etc.
- Create and manage an effective communications strategy for parents and the community. This strategy should include but is not limited to: online presence, parent communication, and improved channels of regular communication about school events and procedures
- Maintain all state licensure requirements for facilities, staff and other as necessary

Management:

- Serve as direct supervisor to Education Director, co-implementing new initiatives and programs, optimizing existing structures, and providing support, guidance and strategic instruction as appropriate
- Oversee all school staff, to include those under the umbrella of the Education Director, providing leadership and vision for the school
- Create (as needed) and manage regular staff records, evaluations, goal setting, policies & procedures, and staff and student handbooks
- Oversee, manage and utilize the School Advisory Committee for the benefit of the school ministry



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General:

- Regularly attend PSBC staff meetings, meeting at regular intervals with Lead Pastor for strategic planning and supervision.
- Provide monthly reports for PSBC Leadership Board meetings, attending meetings as necessary.

Qualifications:

- Member of Park Street Brethren Church
- Communicates well, in person and in writing
- Works well with others and manages a team well
- Strives for excellence, is visionary, innovative and research-oriented
- Experience or training in education setting or with children in a structured environment (preferred)
- Administration or management experience in school or nonprofit setting (preferred)
- Experience with bookkeeping and budget creation and management
- Technologically savvy

Application Process:

Individuals interested in this position should submit their resume and cover letter to:

Park Street Brethren Church
% Preschool Hiring Committee
619 Park Street
Ashland, OH 44805.