

ChaseOaksChurch

Job Description

Title: Preschool 2/Kindergarten Director

Team: Children's Ministry

Supervisor: Early Childhood Director

Approval Date: February 2018

Qualifications for employment at Chase Oaks Church requires being a Christ-follower—whose work history and lifestyle shows a consistency to adhering to the scriptural principles of the Bible—and agreeing with the Purpose, Strategy, and DNA statements of Chase Oaks.

Chase Oaks Church DNA

- **We Keep It Simple.** We seek to do a few things well.
- **We're All In The Same Boat.** We are all on a journey of transformation.
- **We Boycott Boycotts.** We are known for what we are for, not what we are against.
- **We Glow In The Dark.** We move into hopelessness, need, and injustice with the redeeming power of Jesus Christ.
- **This Is Not Our Party.** This is the Father's party, and we are His servants, privileged to prepare the party and invite the guests.
- **We Don't Go It Alone.** We do life together in groups, ministry in teams, and serve our community in partnership with others.
- **Pass The Baton.** We invest in the next generation and give influence to emerging leaders.
- **We Are A Salad, Not A Soup.** We are intentionally diverse, believing that the mix of generations, ethnicities, and cultures helps create the rich and surprising unity Jesus prayed for in John 17.
- **We Don't Sweat The Small Stuff.** We strive to focus on our common mission and core biblical beliefs.
- **We Count The Change.** As the agents of God's redemption on this broken planet, our effectiveness is measured by both personal and community transformation.

Leadership Skills

Drive

The restless pursuit of excellence.

Judgment

Wisdom in action.

Influence

Inspiring achievement in others.

Chase Oaks Church Staff Values

Leadership: We serve and develop people and provide clear direction. We serve people with prompt follow-up, care for people, develop people, and empower people.

Teams: We work in teams, protect team health, and invest in team development. We all have specific roles on a team. We are thorough in our team member hiring process, making sure that we hire people who resonate with our DNA and culture. We create team plans, protect team unity, and help each other become more effective team members. We also recognize that Chase Oaks is part of a broader team, so we partner with local churches and organizations who are committed to meeting both local and global needs.

Rhythms: We work hard, play hard, and rest well. We plan our work and work our plans (team plans and personal plans). We are intentional about having fun (staff events and team events), and we make sure we stay replenished (weekly day off, DAWG days, vacations and sabbaticals).

Learning: We are constantly learning from the past, from other organizations, and from the best practitioners. Passport, LEAD, best practice visits, monthly development conversations with team leaders, seeking feedback often, networking, partnering, reading, conferences, etc.

JOB SUMMARY:

To provide leadership and support for the weekend ministry of children ages 3 ½ years—Kindergarten and for all ministry events related to Kidzone.

ESSENTIAL JOB RESPONSIBILITIES:

- Provide leadership in the development of yearly ministry plans
- Recruit and develop a team of key leaders who can help carry out essential functions of ministry for this age group
- Coordinate with Early Childhood Director to provide effective training for team members
- Oversee Preschool 2/Kinder curriculum development
- Ensure that all teams are adequately staffed for weekend programming
- Operate ministry area in keeping with provided budget
- Ensure that all volunteers serving in this ministry are cared for and appreciated
- Have a physical presence during weekend services to connect with volunteers, parents, and children
- Provide leadership for areas of responsibility regarding special events such as VBX, Training/Appreciation, Spring Fling, and Parent/Child Dedication
- Coordinate room use and policy connectedness with Childcare Director
- Coordinate with multi-site campuses regarding curriculum, training, and execution of weekend programming
- Observe two local churches regarding best Preschool/Kinder Ministry practices

Team Member Responsibilities:

- Attend weekly Kidzone team meetings for discussion, evaluation, and sharing of vision and needs of the ministry
- Meet monthly with the Early Childhood Director for discussion, evaluation, and sharing of vision and needs of the ministry
- Be committed to doing ministry as a team
- Be an active participant in Kidzone/Staff related activities
- Be an active participant in Legacy Staff related activities

JOB PROFILE:**SPECIFIC SKILLS / STRENGTHS**

- Relational
- Manages people well
- Organized

EXPERIENCE DESIRED

- Data processing
- Teaching or childcare
- Minimum 2+ years related experience and/or training; or equivalent combination of education and experience

EDUCATION DESIRED

- Minimum of high school diploma or equivalency; college degree preferred

SUPERVISORY RESPONSIBILITIES

- None

LANGUAGE SKILLS

- Ability to speak effectively and understandably on the phone
- Ability to effectively present information and respond to common inquiries regarding Chase Oaks ministries
- High attention to customer service

COMPUTER SKILLS

- Strong working knowledge of Microsoft Office, Outlook calendaring, and email
- Basic knowledge of Excel and PowerPoint
- Experienced and skilled in data entry
- Familiar with databases

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. Lifting 5-10 pounds is an occasional but essential requirement. 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, talk, or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee may be asked to bend and kneel.
- 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 noise level in the work environment is usually moderate.