



DIRECTOR OF ADMINISTRATION Manassas Baptist Preschool

Position Summary - This position will serve as Director and is responsible for the effective administration of the Manassas Baptist Preschool (offering classes for 2-5 years old).

Duties Include:

- ▶ Oversee the daily administration of MBP (January 2023 Re-opening with school hours).
- ▶ Maintain VDOE licensure and pursue approval of MBP as a Subsidy Vendor completing on-going documentation required.
- ▶ Recruit and lead a team of Teachers and Staff in the establishment and operation of a premier Christian Preschool.
- ▶ Manage curriculum implementation.
- ▶ Utilize best practices in training teachers to incorporate Biblical principles throughout lessons and activities applying content from both Christian curricula and other mainstream resources.

Schedule and Salary Range:

- ▶ School hours will be 9a-12p Monday through Friday. An additional 2 hours per day may be used for other administrative duties, to include planning, billing, tours, etc.
- ▶ Effective date of employment will be January 3, 2023.
- ▶ Pay rate is \$26.45 per hour.
- ▶ This is initially a part-time position, with the goal of becoming full-time. Once full-time status is reached, the following benefits will be offered:

Benefits:

- ▶ Twelve paid holidays per year.
- ▶ Health insurance & FSA Account.
- ▶ Retirement contribution.
- ▶ Two weeks paid vacation.
- ▶ Professional Development Opportunities.

Qualifications:

- * Meets all requirements of a qualified Child Day Center Director as mandated by VDOE's minimum standards for childcare licensing, as well as a criminal background screening and fingerprinting.
- * Belief in and support of the mission of Manassas Baptist Church is preferable.
- * Abiding faith in God & active involvement in a local Christian church is appreciated.
- * Experience with MS Office Suite and childcare management software desired.

Deadline to Apply: December 1, 2022

Email resume and cover letter to: teresa.howe@manassasbaptist.org

Manassas Baptist Church is a community church for the nations. We are a diverse group whose mission is to encourage people to belong to the body of Christ, enable members to thrive in His word, and equip them to go share their faith story. For more information about MBC go to: www.werchurch.com, and for more information about MBP click on "Preschool."