

Belmont United Methodist Church Job Description

Title: Director of Belmont UMC Weekday School

Type: Full-time, exempt

Hours: 40+

Reports to: Senior Pastor and Executive Director of Church Management

Salary: \$65-70k

Application Instructions: All applicants are required to include a cover letter and current resume as part of their application. All applications can be sent via email to Seth Neumann at Seth@belmontumc.org. The deadline to apply is 4/27/25.

Summary:

Since 1947, the Weekday School (WDS) has been a ministry of Belmont United Methodist Church (BUMC) which is designed to meet the needs of the whole child: cognitively, physically, socially, and emotionally within a loving and caring environment. The Belmont Weekday School is currently seeking a Director capable of building upon the school's well-respected history and reputation as a nurturing, collaborative community that fosters personal growth and a love of learning among the staff, children and families. The Belmont Weekday School is licensed by the State of Tennessee Department of Human Services.

The Director is responsible for all aspects of the daily operation of the WDS, including staff hiring, development, and management, family, church and community relations, budget development and oversight, licensing and safety standards, and other duties that may be identified on an ongoing basis.

Responsibilities

Program Oversight and Implementation

- Maintain licensing requirements, staff credentials, and enrollment records.
- Ensure adherence to state and national best practices and standards (e.g., Quality Rating Improvement Scale).
- Oversee safety procedures, emergency plans, and regulatory training for staff.
- Observe teachers and advise on classroom leadership, team collaboration, curriculum implementation, parent relationships and adherence to the mission of the WDS.
- Provide hands-on guidance to teaching staff in partnership with the AD of SEL and Curriculum
- Assist in coordination and supervision of enrichment activities, activities, special events and communication between staff, parents, and administration.
- Attend WDS events and collaborative events and activities with BUMC.

Family and BUMC Community Relationships

- Build and maintain strong relationships with parents, acting as a resource for concerns, guidance, and support in their child's early education experience.
- Serve as the primary point of contact for parent inquiries, ensuring open, transparent, and timely communication.
- Lead new family orientation sessions, providing insight into WDS policies, curriculum, and community expectations.

- In collaboration with Assistant Director, develop and implement communication strategies, such as newsletters, emails, and meetings, to keep families informed about school events, policies, and updates.
- Serve as a liaison between WDS and the broader BUMC community, ensuring the school operates as an extension of the church's mission and values.
- Collaborate with church leadership to integrate ministry priorities into the school's operations and educational programming.
- Work closely with the church staff to coordinate shared space usage, special events, and community outreach efforts.

Staff Leadership and Development

- Recruit, hire, train, and supervise teachers and administrative staff, coordinating the staffing of classrooms, including hiring and scheduling substitute teachers as necessary, always maintaining state mandated teacher to student ratios
- Conduct and/or secure trainers to provide annual In-service training requirements to all staff.
- Conduct annual performance reviews and lead regular staff meetings, working with staff to set individual goals and education plans.
- Lead initiatives to ensure employee satisfaction, engagement and retention.
- Administer conflict resolution, policy development & enforcement and staff probationary plans.

Operations Management

- Serve as an organizational leader, maintaining professional relationships with the Senior Pastor, Executive Director of Church Management (EDCM), and WDS Advisory Committee.
- Develop and manage the annual operating budget, tuition structure, and staff compensation plan in coordination with EDCM and financial leadership.
- Ensure classrooms and common areas are properly maintained, addressing facility needs and coordinating with EDCM on repairs, upgrades, and safety enhancements.
- Participate in weekly BUMC staff meetings to ensure clear communication, collaboration, and alignment of school operations and goals.

Qualifications

- Bachelor's degree is required, preferably a degree in Early Childhood Education, Child Development, or Education.
- Candidates must have 5–7 years of experience in early childhood education. Experience can include a combination of classroom teaching, program development, and regulatory compliance. Additionally, experience in leadership, staff supervision, administrative operations, and/or nonprofit or educational management is preferred. A Master's degree in a related field may substitute for a portion of the required experience.
- Knowledge of NAEYC accreditation and state licensing procedures
- Skill in the admissions process (including recruiting new families)
- Outstanding communication and interpersonal skills
- Proven leadership, as well as managerial and organizational skills
- A track record for being flexible, approachable and inspiring positive collaboration
- Demonstrated ability to relate sensitively to children, parents and staff
- Openness to, and interest in, the spiritual formation of children
- Basic financial management skills

Anti-discrimination and anti-harassment policy: Belmont United Methodist Church strives to provide a work environment that is free from discrimination and unlawful harassment. We will not permit discrimination or harassment on the basis of race, ethnicity, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, ancestry, age, marital status, military status, veteran status, disability, genetic information, economic status, political perspective or any other legally protected category under applicable federal or state law. This standard of conduct applies to all managers, supervisors, employees, customers, and vendors.