



MANHEIM BIC CHURCH

MBIC Preschool Director

Ministry Description, 3/2026

Position Title: MBIC Preschool Director | MBIC

Job Summary: Dedicated to MBIC's mission of "initiating and nurturing a growing relationship with Christ," the Preschool Director provides effective leadership to a team of teachers, assistants, and volunteers dedicated to developing an educational environment in which preschool students can grow emotionally, socially, intellectually, and spiritually. The Preschool director provides a balance of relational and administrative leadership for a thriving weekday Preschool Program with 15+ staff serving 140+ students and their families.

The Preschool Director recruits, leads, and empowers a core team of Preschool staff, ensuring that activities are safe, impactful, and aligned with the church's overarching mission. Whether coaching a teacher, connecting with a parent, or planning for the next academic year, the Preschool Director's leadership will ensure our preschool remains a place where faith and early education beautifully intersect.

Job Status The Preschool Director position is a director-level staff role at MBIC. Hours vary throughout the year according to the Preschool Academic Calendar. Leading up to and during the academic year, the position is approximately 35 hours/week (8:00 am-3:00 pm, Monday – Friday). During the summer, hours are adjusted to reflect a reduced workload and to provide rest.

Preschool Responsibilities

Setting the Vision and Direction

- **Create** the Preschool vision and strategy in partnership with the Children's Ministry Director
- **Lead** regular meetings of the Preschool Staff and Preschool Board.
- **Develop** a healthy staff culture through communication, training, and accountability.

Cultivating the Preschool Team

- **Recruit** a team of Preschool Teachers and Classroom Assistants
- **Lead** team meetings, workshops, and in-services to foster staff development.
- **Collaborate** with teachers to develop classroom strategies and procedures.
- **Provide** timely evaluation and feedback to teachers.
- **Coordinate** volunteer schedules and communications.

Ensuring Safety

- **Ensure** all preschool staff and volunteers complete and maintain all necessary background checks and clearances.
- **Ensure** Preschool safety policies and procedures are regularly updated, reviewed, and enforced.

- **Implement** evacuation and emergency plans.

Educational Resourcing

- **Coordinate** with para-professionals, including IU-13, to ensure student needs are assessed and met.
- **Oversee** the collaborative development, implementation, and evaluation of curriculum throughout the Preschool.
- **Oversee** student readiness assessments conducted by teachers.
- **Resource** teachers with appropriate supplies and materials to meet curricular needs.

Nurturing Partnerships

- **Develop** strong, timely communication between the Preschool and parents.
- **Develop** positive relationships with local school districts and private schools by meeting with local early educational professionals.
- **Partner** with the MBIC Children's Ministry team to align programming vision and goals, steward shared space, foster mutual support and encouragement, and connect Preschool families to the larger church body.
- **Participate** with the broader MBIC Church Staff for mutual support, encouragement, and accountability.

Stewarding Finances

- **Coordinate** with Executive Pastor to develop annual budgets.
- **Review** monthly income and expense reports.
- **Oversee** Preschool employee timesheets
- **Approve** Preschool employee expenses
- **Support** the Care and Connection Director's distribution of scholarship aid.

Key Competencies:

1. Ability to serve as a spiritual role model by demonstrating a commitment to Christ and spiritual maturity (1 Timothy 3, Titus 1).
2. Leadership experience in an early childhood educational institution or ministry.
3. A bachelor's degree in a related field of study is preferred.
4. Ability to work ahead, plan, organize, delegate, and communicate well.
5. A great encourager and coach to others.
6. Passionate for developing programming that facilitates the faith development of children and their families.
7. Willingness to lead with a professional and positive team spirit that supports the core values of Manheim BIC and other church ministries.
8. Ability to remain calm in tough situations and critically evaluate positive solutions.
9. Alignment with the beliefs and practices of the Brethren In Christ denomination.
10. Must be or willing to become a member of Manheim BIC church.
11. Completion of all required FBI, State Police, and child abuse clearances before the start date.

Reporting Relationships:

- This role reports to the Children's Ministry Director with administrative oversight by the Executive Pastor (Budget, Facilities, HR, etc.).
- The Preschool is a ministry of the church and functions under the supervision of MBIC's Pastors and Leadership Board.
- This role is positioned within the Family Ministry team.

- This role directs and supervises numerous staff (teachers, classroom assistants, etc.) and volunteers.