

# **Preschool Director: Summary of Job Requirements, Compensation, Benefits and Special Considerations, June 2026**

## **Responsibilities Summary (See Job Description on pages 3 – 4 for details)**

The Preschool Director is responsible for the oversight and/or performance of all functions associated with the St. Timothy's Preschool to ensure that its operation is in accordance with the St. Timothy's Preschool Bylaws (Bylaws) and the Commonwealth of Virginia Licensing Standards. Duties include the day-to-day operation of the Preschool, hiring of all staff (subject to final approval by the Rector), maintaining a sound financial program, recruitment of students, publicity, purchase of materials, record keeping, contracts with clients and collection of fees. The Director will meet with the Preschool Board of Directors (BoD) as required by the Bylaws. The candidate will state in their resume/ cover letter how they meet/ exceed the requirements of the current Commonwealth of Virginia Standards for Licensed Child Day Centers (8VAC20-780-190 for Program director.)

## **Preschool Finances**

The Preschool Director will oversee all Preschool finances, which are maintained separately from those of St. Timothy's Episcopal Church. Funding of the Preschool is primarily derived from revenues received from clients and some fund-raising. The Director is responsible for the ethical management of all school accounts and will report the financial status of the School to the BoD in accordance with the Bylaws. The Preschool contributes towards the cost of St. Timothy's building and grounds on a shared use basis. The equitable amount for these services will be agreed upon annually by the BoD and the Rector and negotiated with the church Treasurer.

## **Management and Supervision**

The Preschool Director serves under the direct supervision of the Rector and reports to the Rector in all things related to the performance of duties. Questions involving job responsibilities and compensation may be directed to the Rector or members of the Board of Directors.

## **Term**

Virginia is an at-will state. The BoD will provide a Letter of Agreement annually, signed by the Rector, to outline compensation, benefits and job requirements. Notwithstanding, this letter of agreement may be terminated by either party with provision of 30 days written notice, with annual compensation to be prorated to the date of termination.

## **Work Hours**

The Preschool Director is an exempt level position, meaning there is employee discretion in meeting the responsibilities of the position. St. Timothy's operates on a standard 40-hour workweek, with workdays and office hours determined by the needs of the parish, including support and access for parishioners, volunteers, St. Timothy's Preschool, ministries and community events.

The Board of Director's guidance is that the Preschool Director's scheduled workweek is five days, from Monday until Friday, with hours coinciding with the open times for the Preschool.

The Preschool Director is not required to submit a weekly timesheet but will be requested to complete a Leave Request Form to track leave hours by type.

## **Special Conditions**

The Preschool Director will be required to complete appropriate training for First Aid, Sexual Abuse and Misconduct and will be subject of a criminal background investigation in accordance with the Commonwealth of Virginia Department of Social Services. The Preschool Director will complete a Sworn Statement of Affirmation for Child Day Programs.

The Episcopal Diocese of Virginia has published the "Policy Manual on Sexual Abuse and Misconduct: Prevention and Response" that defines our responsibilities to prevent sexual harassment in our workplace and programs. All employees are required to undergo training and comply with the provisions set forth in this policy and will complete a Diocesan or equivalent program.

## **Compensation and Benefits**

### **Salary:**

- The Preschool BoD has approved an annual salary range for the position of \$55,000 to \$65,000. Salary shall be determined based upon the qualifications of the employee, within the stated range. The compensation package shall include health insurance, pension and paid leave.
- Federal, state, and local taxes will be withheld and paid to the applicable taxing authority.

### **Group Health Insurance:**

- The BoD has established a contribution amount that is to be paid annually towards the Group Health insurance plan chosen by the Preschool Director from a list of Diocesan plans. The Treasurer and/or Parish Administrator have information on the Diocesan plans and the employer contribution.
- The Preschool Director shall authorize, via payroll deduction, the employee contribution share for Group Health Insurance plan selected.

### **403(b) Retirement Contribution**

- The BoD will make an annual contribution of 5% of salary to the Preschool Director's retirement plan administered by the Diocese.
- The BoD will also authorize an additional match of employee contributions to the retirement plan, not to exceed 4% of salary, for employee matching funds.

### **Other Benefits**

- St. Timothy's maintains a Worker's Compensation insurance policy to protect employees for on-the-job injuries as required by the Commonwealth of Virginia.
- St. Timothy's is exempt from contributions to the state unemployment insurance trust fund, and employees may not be eligible for unemployment insurance if terminated by St. Timothy's.

## **Holidays and Leave**

The Preschool Director will have the following periods of leave at full compensation, upon completion of a Leave Request form, and approval by the Rector.

**Holidays:** The St. Timothy's Preschool Director will be paid for holidays identified on the Fairfax County Public School Calendar.

### **Paid Time Off (PTO) Leave:**

- PTO offers flexible paid time off from work for vacation, personal or family illness, personal or family activities, or non-business-related education or training.
- As a new employee, the Preschool Director is eligible for 25 days of PTO leave that accrues at a rate of 8.3 hours per pay period (assuming 2080 total hours worked annually).
- PTO may be scheduled in advance of being earned; the Rector will monitor and address any concerns.
- Unused PTO time may be carried over into the next calendar year to be used as sick leave.
- The employee may be paid out for unused, earned/accrued PTO time at time of separation.
- The employee will NOT be paid for unused sick leave at the time of separation.

### **Compassionate/Family Leave:**

- As a new employee, the Preschool Director is eligible for 3 days (8 hours/day) compassionate or family leave.
- Compassionate/Family leave is intended to be used for the care of immediate family members and may be taken in increments of 4 hours or 8 hours.
- Compassionate leave may not be carried over to a new calendar year. Employee is not compensated on separation for unused compassionate leave.

**Job Description**  
**St. Timothy's Pre-School**  
**Director**

This is a Full-Time position and one that requires strong organizational skills and positive people skills, as well as a high degree of competency in Microsoft Office and other basic computer software programs. The Director's qualifications must meet or exceed the State of Virginia Standards for Program Director. The Director reports to the Preschool Board of Directors and the Rector of St. Timothy's Church.

Areas of Responsibilities and Duties Include:

General Administration

- Oversee the daily operation of the school.
- Supervise activities of staff and children. Review and coordinate curriculum with staff.
- Maintain child, family and staff records ensuring compliance with all State of Virginia licensing requirements Record details in Center management software (brightwheel or Procure) Program.
- Process all background checks with VA State Police and VA Dept. of Social Services.
- Arrange CPR, First Aid and Medication Administration training.
- Facilitate and keep records of required staff training hours.
- Provide substitutes in case of teacher absence.
- Communicate with individual parents or perspective parents in person, via center management app, by phone or by email.
- Promote enrollment and growth via website, professional organizations, and other means as suitable.
- Produce and distribute registration materials.
- Create schedule of classes and staffing for each new school year.
- Maintain class rosters and ratios.
- Prepare monthly calendar including Lunch Bunch, and enrichment information.
- Organize and publicize special events to parents.
- Maintain and utilize the school website to the benefit of teachers, parents, students, and prospective students.

Fiscal Duties

- Prepare financial reports in coordination with bookkeeper for presentation, as a minimum, at the Winter and Summer Board of Directors meetings.
- Assist Board in reviewing the financial reports and creating the annual budget, setting tuition rates and approving salaries.
- Supervise all expenditures. Purchase supplies, food and equipment as needed.
- Monthly, provide Church with all payments as indicated in *Shared Use Agreement*
- Daily, record staff attendance and any additional time worked.
- On 15<sup>th</sup> and 30<sup>th</sup> of each month, provide payroll details for individual staff members to the appropriate payroll system.
- Monthly, categorize and provide bookkeeper with record of all Accounts Payable, Accounts Receivable, and payroll reports.
- Collect, deposit and record fees in cash receipts book and in Center management software Program
- Maintain computer records of family accounts and provide receipts.
- Train, assign tasks and supervise administrative assistant

Miscellaneous Responsibilities

- Coordinate the scheduling of special events with the Parish Administrator for publication on the Church Calendar.

- Work with the Rector or Christian Education Director to publicize church events to families at the preschool.
- Alert the Parish Administrator and the Building and Grounds Committee of the Vestry to issues concerning safety and/or maintenance.
- Engage the preschool families in a drive, project or campaign that raises social awareness. This could be coordinated with the Church's Service Ministry or Vestry.
- Assist with fundraising planning and implementation.
- Manage Scholastic Book Club orders and select bonus items.
- Other duties as directed by the Rector or the Board of Directors, subject to mutual agreement with the Preschool Director, that generally fall within the guidelines of this Job Description.