

Monticello Preschool & Childcare Center Director

Part-Time (15–20 hrs/wk) December 2025 – May 2026

Full-Time (35+ hrs/wk) Beginning June 1, 2026

About Us

Monticello Preschool & Childcare Center is a licensed early childhood program in partnership with Monticello United Methodist Church. We serve approximately 60–85 children (ages 3–5) through a mix of full-time and part-time care. Rooted in our vision *“to provide a safe and loving environment, in which young minds are nurtured, supported, and educated while developing self-esteem and Christian values,”* we support the holistic development of children in alignment with the church’s mission of *“Following Jesus, growing faith, impacting lives together.”*

We are seeking a Director who is not only qualified under the State of Kansas childcare licensing requirements but also called to help shepherd a thriving program that integrates professional excellence with spiritual partnership.

Position Summary

This role begins as a **part-time, co-director-in-training** and transitions to **full-time lead Director** on June 1, 2026. During the initial phase, the new Director will work closely with the current Director to learn and support all facets of center leadership. This includes licensing, staff support, family communication, and collaboration with church leadership. The Director is supervised by the Pastor and reports to the Staff Parish Relations Committee (SPRC).

Key Responsibilities

During Part-Time Phase (Dec 2025 – May 2026):

- Shadow and support the current Director in daily operations
- Attend KDHE-required orientation and health/safety trainings
- Begin developing relationships with staff, families, and church leadership
- Observe and contribute to enrollment, licensing documentation, staff scheduling, and team development
- Attend Preschool Board meetings and engage in strategic transition planning

Full-Time Director Role (Starting June 1, 2026):

Compliance & Operations

- Ensure full compliance with KDHE licensing regulations for centers serving 24+ children
- Maintain staff qualifications, background checks, training hours, and safety protocols
- Lead emergency preparedness planning and drills
- Manage enrollment, rosters, tuition setting (in collaboration with Preschool Board)
- Supervise administrative tasks including documentation, billing, and scheduling
- Oversee bookkeeping (client invoicing and payments)

Staff Leadership

- Supervise, encourage, and equip preschool staff
- Facilitate ongoing staff development and in-service training opportunities
- Support teachers in curriculum planning (not direct instruction)
- Lead hiring and onboarding of new staff as needed

Family Engagement & Communication

- Build positive relationships with families through regular communication
- Provide tours, answer inquiries, and onboard new families
- Address parent questions, concerns, or referrals with professionalism and care

Church Collaboration

- Coordinate with the Pastor for chapel time, special events, and shared ministry opportunities
- Maintain strong communication with the Preschool Board, Pastor, and SPRC
- Align programming with the mission and values of Monticello UMC

Minimum Requirements (per KDHE licensing for 24+ children)

- 18 years of age or older
- High school diploma or GED
- AND one of the following qualification paths:
 - **Bachelor's degree** in early childhood education (or related field) + 3 months experience in licensed child care
 - **Bachelor's degree** in any field + 6 months direct care OR 12 ECE credit hours OR CDA OR tech certificate
 - **Associate's degree** in ECE + 6 months experience
 - **CDA** + 1 year experience

- **6 years** of direct care (or 4 years in licensed setting)
 - Successful completion of:
 - KDHE fingerprint and background clearance
 - Kansas health and safety orientation
 - Pediatric First Aid/CPR (prior to start or within 30 days of hire)
-

Ideal Candidate Will Also Have:

- A leadership style that empowers and encourages others
 - Experience in staff supervision and professional development
 - Strong communication and interpersonal skills with children, families, and teams
 - A collaborative mindset, especially in faith-based environments
 - Administrative and organizational competency (scheduling, reporting, budgeting)
 - A heart for early childhood development and Christian values
-

Compensation & Benefits

- Hourly rate/salary range: [To be determined]
- Tuition discount available for enrolled children of the Director
- Additional benefits may be available upon transition to full-time