

JOB DESCRIPTION

New Horizon Learning Center Director

Title: Director

Reports to: Senior Pastor

Location: On-site at New Horizon Learning Center in Southwest Ranches, FL

Job Type: Full Time plus nights and weekends as needed

Compensation: \$47,000- \$48,500 Based on experience

Benefits: As noted in Employee Handbook

NHLC Mission Statement: Serving children and families in an intimate Christian environment.

Position Summary: The Director at New Horizon Learning Center is an energetic spiritual and educational leader who oversees all day-to-day operations of the preschool. This role is responsible for cultivating a thriving environment where children learn about Jesus, families feel welcomed and engaged, and learning is rooted in both academic excellence and spiritual growth. The Director leads and supports all programming for children ages 12 months through VPK, ensuring high quality instruction, nurturing care, and a Christ centered foundation.

Responsibilities:

- Oversee the day-to-day operations of the preschool to ensure a safe, nurturing, and developmentally rich learning environment.
- Make provisions or recommendations to the Senior Pastor as applicable, for the preschool to comply with all local, state, federal and United Methodist rules and regulations pertaining to childcare and educational facilities.
- Create and recommend the annual preschool operating budget for presentation to the NHUMC Finance Committee.
- Help maintain accurate student records.
- Ensure all staff certifications, background screenings, and health records are current in accordance with DCF requirements.
- Attend Learning Center Advisory Board meetings and communicate relevant updates and needs.
- Develop and manage staff schedules to ensure the school opens and closes on time each day.

- Recruit, interview, and hire qualified staff members.
- Monitor daily teacher-to-student ratios and coordinate coverage for staff absences, vacations, and emergencies.
- Recommend staff salaries, raises, and bonuses.
- Build strong, meaningful relationships with families—know their names, know their stories, and communicate regularly through newsletters, reminders, and in person interactions.
- Coordinate and lead monthly staff meetings.
- Plan and oversee preschool functions and special events, collaborating with the PTO when appropriate.
- Maintain fire drill logs and emergency procedure documentation in compliance with licensing regulations.
- Provide classroom coverage during teacher or student emergencies.
- Conduct tours for prospective families and represent the preschool with warmth and professionalism.
- Rotate through classrooms to observe instruction, support teachers, and assist with daily activities.
- Encourage staff participation in the ministries and community life of NHUMC.
- Manage all aspects of VPK contracts, billing, reporting, and audits.
- Ensure all licensing requirements are met throughout the facility, indoors and outdoors.

Training and Qualifications:

- Bachelor's Degree in Early Childhood Education or related field.
- Director-credentialed within Florida from an accredited institution/agency with: 45 hours DCF Childcare Training
- At least 8 hours of in-service regarding children with disabilities
- An active FCCPC (CDA) or Staff Credential
- Complete the Florida Child Care and Education Program Director Credential
- VPK Endorsed Credential:
- Completion of VPK Standards Course
- Completion of approved Emergent Literacy Course
- Completion of VPK Credential Endorsement Course
- A faithful relationship with Jesus and a commitment to helping children, their families and the school staff grow in their faith.
- At least 2 years leadership role in preschool setting
- At least 21 years old
- Strong oral and written communication skills
- Able to carry objects up to 40lbs, significant walking and standing.

School Environment

- NHLC is a ministry of New Horizon United Methodist Church. Here, every classroom is a cozy, caring place where children can grow, explore, and feel God's love.
- Every staff member serves as a gentle encourager, and every child is treasured as a unique gift from God.
- The Director will lead with a heart called by God, nurturing our community in humility, excellence, and joy.

*****If you feel called to find out more information about this opportunity, please email info@newhorizonumc.com.*****