
About Trinity Private Preschool

Trinity Private Preschool (TPP) is a small, boutique, church-based, licensed preschool dedicated to nurturing the whole child - academically, spiritually, emotionally, and physically. With approximately 70 students and a team of 15 teachers across 7 classrooms, TPP is known for its strong community, low student-teacher ratios, personalized loving environment, and great reputation in Southlake and the surrounding communities.

We are committed not only to preparing children for academic success, but also to cultivating a lifelong love of learning within a Christ-centered community.

Position Summary

Position:	Preschool Director
Status:	Part-time, Year-round
Hours/Week:	Approx. 30-35 hours/week during the school year; 18-21 hours/week during the Summer
Schedule:	Mon-Fri during the school week, Tues-Thurs during the Summer
Reports To:	Senior Pastor in collaboration with the Trinity Private Preschool Board
Compensation:	\$45k-\$55k (Salaried), commensurate with experience and qualifications
Other Benefits:	Medical, Dental, and Vision insurance options and Paid Time Off in accordance with the school calendar and the Personnel Policy

The Preschool Director is responsible for the overall leadership, administration, and daily operation of the church's preschool program. Although the Trinity Private Preschool operates on a partial day schedule, this part-time position requires year-round planning, staff management, regulatory compliance, family communication, and coordination.

The Director sets the tone for a nurturing, safe, and faith-centered learning environment while ensuring operational excellence and strong relationships with families and staff.

Roles and Responsibilities

1. Leadership and Staff Management

- Recruit, hire, train, supervise, and evaluate teachers and support staff
- Foster a positive, collaborative, and mission-aligned team culture
- Provide in-service training, ongoing coaching, professional development, performance feedback, and regularly scheduled staff meetings
- Address staff concerns, conflicts, and disciplinary issues as needed
- Maintain Teacher Handbook and other operational documents

2. Program Oversight

- Ensure a developmentally appropriate, high-quality early childhood program aligned with the church's values and philosophy
- Maintain consistency in routines, policies, expectations, and classroom standards
- Support teachers in lesson planning, classroom management, and instructional best practices
- Support the observation and assessment of students in relation to progress, abilities, and special needs
- Integrate the church's Christian identity into the culture and rhythms of the preschool in age-appropriate ways

3. Student and Family Relations

- Serve as the primary point of contact for families, addressing questions, concerns, and issues in a timely and professional manner
- Maintain an active presence on campus; visiting classes, talking with parents, engaging students
- Oversee enrollment, admissions, and onboarding of new families
- Maintain full enrollment and manage waitlists
- Maintain the school website, school management software (i.e., Brightwheel), and social media presence

4. Operations and Compliance

- Ensure full compliance with Texas Childcare Licensing regulations
- Maintain required records, documentation, and reports
- Oversee daily operations including attendance, incident reporting, and facility use
- Maintain a clean, safe, and well-functioning environment
- Coordinate with church staff regarding shared spaces, resources, and scheduling
- Communicate facility problems with the Buildings and Grounds Team and coordinate necessary inspections.

5. Administration and Planning

- Develop and manage the preschool budget in coordination with the Preschool Board
- Monitor tuition collection and financial processes
- Research and recommend tuition adjustments as needed
- Oversee the purchase and management of classroom supplies and equipment
- Participate in strategic planning for program growth and improvement
- Prepare regular updates and reports to church leadership and the Preschool Board

Qualifications and Benefits

Minimum Requirements:

- Must hold or be eligible for a Director's Certificate from Texas Childcare Licensing (under HHS/DFPS)
- Bachelor's degree in Early Childhood Education or a related field (Preferred)
- Early Childhood Care and Education: 3+ years (Preferred)
- Be free of conviction and/or deferred adjudication on the grounds of sexual abuse, child abuse and/or other crimes of moral turpitude and be able to pass a required background check

Personal Attributes and Character:

- Faithful follower of Jesus Christ, with signs of spiritual maturity, a growing faith, and active participation in a local church
- Alignment with the mission and theological convictions of Trinity Presbyterian Church
- Strong leadership, organizational, and communication skills
- A servant-leader who balances warmth, accountability, hard work, and professionalism
- Ability to build relationships with children, parents, and staff
- High level of integrity, discretion, and dependability