

Christ Church School Director Job Description

Job Title: Director of Christ Church School

A Ministry of Christ Church, Sugar Land – A United Methodist Community

Reports to: Senior Pastor and Christ Church School Board of Directors

Prepared: February 1, 2026

This job description outlines the general scope of work associated with the responsibilities performed by the individual assigned to this position. The requirements and expectations are subject to possible modifications.

Job-Description

The Director of Christ Church School, a 12-month position, is responsible for the overall operations of the School. Additionally, the Director is responsible for creating a safe, child-centered and Christian-based learning environment that meets and exceeds State Licensing Requirements of Texas Health and Human Services: Child Care Licensing for the State of Texas. The Director will further promote the vision and ministry of both Christ Church School (CCS) and Christ Church Sugar Land (CCSL). The Director will uphold a culture of respect, and collaboration among staff, parents, school, and the church, and represent CCS and CCSL with the upmost integrity for this position.

Work Year:

- 12-month position, excluding school-wide holidays

Responsibilities:

- Overall operations of running the School; including managing staff and operating budget and maintaining facilities and equipment.
- Be knowledgeable of all regulations and standards for childcare licensing and maintain minimum state licensing requirements.
- Uphold CCS and CCSL policies and procedures, including Safe Sanctuary® guidelines.
- Meet with the School Board of Directors, Parent Teacher Council, and participate in CCSL meetings as needed or requested
- Ensure curriculum is developmentally appropriate and meets state guidelines for preschool education; to include Christian-based education
- Communicate effectively with staff and parents

Education Requirements:

- Bachelor's degree in Early Childhood preferred, minimum Associate's Degree
- Good standing with Texas Health and Human Services: Child Care Licensing for the State of Texas
- CPR/First Aid/AED training required or proof of
- Have the physical capacity to work with preschool children with minor lifting expected