

## Job Description

<b>Position:</b>	Director of Preschool
<b>Classifications:</b>	Full time, Program Staff, Exempt, 30 hours per week
<b>Reports To:</b>	Managing Director – Child Development Center
<b>Supervises:</b>	Preschool Staff
<b>Staff Liaison to:</b>	Preschool Committee, Preschool Parent Council

**Job Objective:** Create a preschool that ministers to young children and their families as an outreach of Covenant Presbyterian Church. The Director will lead and manage all aspects of the daily operations of the preschool.

**Qualifications:** A Bachelor's Degree in Early Childhood Education, Elementary Education or related field; experience as a preschool teacher, with knowledge of NAEYC best practices; experience in managing teachers and support staff; good verbal and written communication skills; knowledgeable in the fields of budget management and computer technology.

### Duties and Responsibilities

1. Create, manage and expand a developmentally appropriate preschool that is consistent with the total church program, in particular the Christian education of young children.
2. Keep abreast of research and new developments in the field of Early Childhood Education, communicate such developments to teachers and provides staff with opportunities to participate in appropriate programs and/or workshops in early childhood education.
3. Articulate orally and in writing the school philosophy, program and its strengths to church members, staff, families and the community.
4. Meet monthly with Preschool Committee in formulating and maintaining program policies and procedures.
5. Understand the different codes and regulations-fire, child welfare, building, health, sanitation, playground safety, child custody- as they relate to the delivery of early childhood programs
6. Recruit, interview and hire qualified teachers and staff for the school.
7. Provide personal and professional support to teachers, train staff on all school policies, complete classroom observations monthly and annual reviews. Complete exit interviews and all paperwork for terminated staff members
8. Develop an annual budget, monitor salary and program expenses in consultation with Church Administrator, CDC Director and Preschool Committee

9. Plan yearly calendar for approval by Preschool Committee
10. Oversee the collection of registration and tuition monies
11. Oversee purchase and maintenance of supplies and equipment for preschool program
12. Implement marketing strategies to successfully recruit new families and teachers, maintain school enrollment at or above 90%
13. Have personal knowledge of all students and families
14. Design an efficient and safe carpool system with proper signage with the church administrator and property committee and staffed by director and teachers
15. Provide all materials, tours and class assignments for annual registration of children.
16. Provide orientation for staff in August and all children and families in September
17. Communicate frequently with staff and families throughout the school year about upcoming preschool and church events, programming and personnel changes including monthly newsletter updates
18. Support teachers in counseling parents with specific child development, behavior or classroom issues
19. Meet monthly with Parent Council to coordinate parent/child enrichment events, teacher appreciation opportunities and to enhance school communication
20. Plan and equip indoor and outdoor play areas in conjunction with the Div. of Education, Recreation Wing, Property, Buildings & Grounds
21. Complies with the church Child/Volunteer Protection Policy
22. Coordinate with full day center for shared play areas.

**Physical Demands:** Requires sitting at desk and on the floor, some bending, stooping, stretching and occasionally lifting up to 30lbs. Requires hand-eye coordination and manual dexterity enough to operate a keyboard, photocopier, calculator, printer and other office equipment. Requires normal and/or correctable range of hearing and vision.

**Work Conditions:** School environment, involving daily contact with teaching staff, parents, children and church staff. Work will have deadlines, multiple interruptions and high volume of activity during August, September and February; work can be stressful at times.

Regular work week is Monday-Friday, 8:30 am to 2:30 pm. There will be occasion for evening meetings and Preschool events that will fall outside of regular daytime hours.

***This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.***

Send Cover Letter and Resume to: [chris.callaway@covenantpresby.org](mailto:chris.callaway@covenantpresby.org)