

## **Samuel Pre-Kindergarten School Director**

The Preschool Director is responsible for the overall success of the preschool by meeting the school's philosophy statement which is: to provide a safe, nurturing environment in which a child may grow physically, emotionally, socially and intellectually at his/her own developmental rate. The Director has a hands-on role in the daily operation of the school and we're seeking an applicant who is dedicated to sustaining a warm, welcoming community and doing whatever is needed in a dynamic environment to ensure children are cared for and teachers are supported.

Responsibilities include, but are not limited to:

### **Program Development & Marketing**

- Provide a vision for program development and growth
- Implement strategies to recruit and maintain enrollment
- Promote the positive image of the preschool
- Remain current on issues and trends in early childhood education
- Maintain a close working relationship with Samuel Church, to include regularly communicating school happenings and finding opportunities to collaborate on programming for preschool-aged children and families
- Establish a frequent and ongoing relationship with other preschool directors in the area
- Create and diversify marketing opportunities that promote the preschool

### **Supervision and Personnel**

- Recruit, select, hire and, if necessary, terminate teachers
- Supervise and guide staff to exemplify the image and philosophy of the preschool
- Evaluate staff in formal and consistent manner to communicate job performance and suggest improvements
- Prepare staff contracts and maintain staff records including attendance, contracts, salary, and evaluations
- Encourage and provide opportunities for team building and staff collaboration
- Plan and provide staff development opportunities and training
- Conduct monthly staff meetings
- Provide support and direction to teachers
- Maintain a visible presence to staff, children, and families
- Find substitute teachers when necessary and be prepared to fill in as needed

## **Financial**

- Develop and maintain annual budget, in collaboration with Treasurer
- Provide periodic financial updates to Board and church Consistory
- Collect tuition payments
- Manage and maintain payroll operations

## **Administration**

- Assume responsibility for the daily operation of the school
- Ensure regular upkeep of school facilities and grounds, to include regular playground maintenance
- Plan school year calendar
- Perform a variety of miscellaneous duties such as answering the telephone, running errands, ordering supplies, doing drop-off, setting up for events, etc.
- Maintain a variety of records including, registrations, permission slips, accident reports, medical records, etc.
- Communicate with parents via email, phone, formal and informal meetings, and newsletters
- Maintain frequent communication with the pastor of Samuel Church
- Solicit information from families to determine satisfaction and improve the program
- Establish policies on admission, attendance, and fees; update the Preschool Handbook to communicate procedures and policies
- Facilitate preparation for parent/teacher conferences
- Assure compliance with all state and county codes and regulations

## **Professional**

- Act as liaison between preschool board, teachers, and families
- Report regularly to the preschool board and twice/yearly to the church consistory
- Work with board and consistory to address long-term playground requirements, building needs, safety issues, and maintenance
- Attend parent association meetings and preschool board meetings
- Attend professional training in the areas of leadership, management & supervision, communication skills, and early childhood education

## **Requirements**

Bachelor's degree in any area of education or management

Five+ years of classroom teaching experience

Management experience, or supervision of employees is desired

Membership in professional or educational organizations is a plus

**Hours and Salary**

School is in session from September to May, 5 days a week. Children are in the classroom from 9am-12pm, with extended afternoons four days a week. This ensures a minimum of 25 hours/week contact time through the school year. Summer camp runs for five weeks. Salary is commensurate with experience within the range of \$42,000-\$48,000. Candidate will be paid over 10 months/year.

To apply, please submit a resume and cover letter that explains your interest and fit for the position to [samueluccjobs@gmail.com](mailto:samueluccjobs@gmail.com).