



Job Title: Preschool Director

Department: Preschool

Reports To: School Board

Supervise: Preschool Teachers and Preschool Support Staff

FLSA Status: Exempt (12-month schedule)

Salary Range: \$60,000-\$70,000/yr

Job Description

Purpose

The Preschool Director is responsible for the daily operation of the preschool and supervision of staff. The Preschool Director is responsible for overseeing the center in accordance with the licensing rules set forth by the Colorado Department of Human Services.

Job Description

The Preschool Director is responsible for implementing all programs and policies necessary for the spiritual and academic edification of the student body, assessing the effectiveness of all such programs and policies. The Preschool Director will oversee and be responsible for all areas relating to students and families, staff members and instruction. The Preschool Director is called upon to shepherd staff members in their educational ministry and to guide students' spiritual and academic progress and is also called to help establish a Christ-centered environment, provide students, families, and staff with an example of Christian love toward God and others.

Qualifications:

Bachelor's Degree in Early Childhood Education or related field preferred. Director qualification through the state of Colorado required. A minimum of 3 years of experience in a preschool setting.

Essential Job Functions

Spiritual Leadership

- Use your position to support the mission of preparing minds and hearts to know and serve God for His glory alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Biblical integration at all levels of learning, discipline and professional work.

Job Duties

- Provide structure, procedures, personnel, time, and resources for curriculum development.
- Evaluate staff using formal and informal evaluation, and hold evaluation conferences for staff members.
- Collaborate with teachers, parents and MTSS to create and implement positive behavior support plans for individual students on an as needed basis

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- Provide oversight and leadership for staff meetings and in-service opportunities.
- Develop and disseminate parent/student handbooks, the course description catalog, and other such items.
- Ensure that discipline is consistently maintained.
- Collaborate with Assistant Preschool Director to plan and carry out special preschool events ie. Pumpkin Patch, speech screening, dentist visit, Muffins with Mom, Donuts with Dad, Christmas Program
- Collaborate with the School Board and HR Specialist on procedures for the recruitment, orientation, supervision, evaluation, and motivation of personnel.
- Understand and contribute to the overall budget; keeping informed monthly on the Preschool budget.
- Understand the ACSI accreditation process, keep up-to-date on revisions and requirements.
- Stay current in Early Childhood Education.
- Ensure appropriate record keeping and documentation.
- Maintain open relationships with parents and positive involvement with children.
- Process applications for enrollment of students into the preschool program, maintain waitlists and assist with enrollment into the general kindergarten classes, in collaboration with K8 Principal.
- Maintain compliance with the Colorado Department of Human Services Rules and Regulations, the local health and fire department regulations and the ACSI EE requirements for accreditation.

Additional Duties or Responsibilities:

- Support the broader program of the school by attending extracurricular activities when possible.
- Provide support & guidance with parent & staff concerns.
- Participate in drop-off, pick-up, all safety drills and lunchroom duties as scheduled/assigned.
- Perform any other duties that may be assigned

Physical Demands

Work is performed in an office environment and requires the ability to sit and stand for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions.

The employee may encounter difficult student/family situations that can be stressful.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

Employee Name (please print)

Employee Signature

Date

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