

PRESCHOOL DIRECTOR TERM OF EMPLOYMENT:

Part-time August through June, with July off. 25 hours per week

PRESCHOOL DIRECTOR JOB DESCRIPTION:

The Preschool Director creates a safe, Christ-centered environment for child development. The Preschool Director manages all daily operations, staff, and curriculum, ensuring compliance with state licensing and safety regulations. As well, the Preschool Director handles student enrollment, budgeting, parent communication, and staff supervision.

The Preschool Director works with the Assistant to the Director and delegates responsibilities as mutually agreed upon.

The Preschool Director works within the Preschool Council as a contributing member in attending quarterly meetings, presenting financial and enrollment reports, and arranging childcare for meetings as necessary.

PRESCHOOL DIRECTOR PRIMARY RESPONSIBILITIES:

1. Financial management:

- Set a yearly budget and tuition rates for the Preschool in conjunction with the Finance Committee; provide teachers with a monthly class expenditures budget
- Bill, collect, and record tuition payments using a Procure online platform and QuickBooks
- Receive expense forms; write checks for the Finance Committee to sign and distribute checks as required
- Make deposits at the bank
- Send financial assistance applications to the Finance Committee for review, notify families of amounts awarded, and write scholarship contracts accordingly
- Oversee the purchasing of Preschool supplies

2. Administration and Compliance:

- Maintain accurate paper and digital records of the Preschool utilizing a Procure online platform and an Access database
- Ensure adherence to state licensing and health/safety regulations
- Set annual Preschool calendar, which includes scheduling special visits/field trips
- Maintain and update Parent and Teacher Handbooks annually
- Maintain and update registration forms and contracts annually
- Administer VALLSS and VKRP assessments to PreK students bi-annually
- Maintain online library and physical books/teacher resources

3. Curriculum & Development:

- Develop, implement, and monitor a Christ-centered curriculum to promote child development
- Attend area Preschool Director meetings monthly

4. Staff Leadership:

- Hire, train, supervise, and evaluate teachers, support staff, CSER students (Liberty University)
- Provide opportunities for professional development

5. Parent & Community Relations:

- Manage enrollment
- Conduct tours
- Act as primary contact for families
- Address parent concerns
- Take digital photos for the Preschool
- Maintain Preschool website and social media
- Update Preschool brochure annually

6. Responsible for the day-to-day operations of the Preschool to include, but not limited to, the following:

- Unlocking/Locking doors to the Preschool
- Dispensing two-way radios, keys, and first aid supplies
- Welcoming Preschool children and their families and assisting them as needed
- Assisting teachers with preparatory needs or in the classroom
- Preparing playground for use or setting up indoor recreation room as needed
- Performing routine office tasks such as answering the phone, typing letters/memos, laminating

7. Responsible for Preschool special events:

- Ministry Fair
- Pumpkin Parade
- Thanksgiving Feast
- Christmas Program
- School Picture Day (Spring)
- PreK graduation, to include creating a picture slideshow
- End of Year Celebration, to include creating a picture slideshow