

Job Title:	Preschool Director
Primary Responsibility:	Operating the Preschool
Reports to:	Preschool Elder, Grace Presbyterian Church
Direct reports:	Preschool teachers, staff

The Preschool Director works to fulfill the stated purpose of Grace Weekday Preschool (GWP):

"The purpose of Grace Weekday Preschool is to foster the social, emotional, intellectual, physical and spiritual growth of young children. Recognizing that growth occurs in individual ways, every effort is made to ensure each child's development of a positive self-image and an awareness of his/her own uniqueness as one of God's children."

The Preschool Director shall be responsible for:

- Providing strategic and visionary leadership to the preschool
- Overseeing the day-to-day operation of the preschool
- Hiring, supervising, and supporting all preschool staff
- Developing and/or approving the curricula taught in each age level
- Advertising to new potential students and families, enrolling new and returning students with a goal of increasing enrollment over the next few years
- Representing the preschool to our enrolled families, Grace Presbyterian Church, our neighborhood, and the larger community
- Complying with preschool discipline policy, treating each child with dignity and respect

Day-to-day responsibilities include but are not limited to:

- Be on site 9:00 am to 2:30 pm M-F (current school hours are 9:30 – 2:00).
- Lock and unlock doors for student arrival and dismissal. Ensure all doors, windows, and sheds are locked before leaving.
- Serve as liaison with church staff, Preschool Elder, and Preschool Committee.
- Arrange schedule for weekly chapel with Grace Church staff and pastors.
- Assist teachers with curriculum development, student evaluations, and parent conferences.
- With help from aide, support teachers in day-to-day needs to include craft/lesson preparation (photocopying, laminating, Cricut machine, maintaining hall bulletin boards), selecting books, communication with parents, etc.
- Plan and conduct staff meetings and in-service training.
- Complete timesheets; oversee the expenditures for all budgeted items.
- Prepare monthly newsletter to parents.
- Maintain confidential school records for staff and children.
- Organize and maintain office with help from aide. This includes: answering the phone and directing calls as needed; distributing items to teachers (letters, books, memos, etc.); conducting fire drills and maintaining fire drill log; maintaining inventory and ordering supplies; updating student directory; offering temporary care to ill children; and other duties as needed.
- Collect and process all incoming funds such as tuition and fees with the aid of the Grace Treasurer.
- Supervise school cleanliness and safety, ensuring the preschool meets all safety standards for inspection by Department of Education. This includes playground surface (mulch to code), equipment, and fencing. Report any issues to Grace Board of Directors, Preschool Elder, and Church Office Manager.
- Assist county health inspector and Fire Marshall and arrange for correction of any conditions as needed.
- Immediately report significant injuries or incidents to church staff and Preschool Elder.
- Approve staff leave and arrange for substitutes as needed.

- Comply with NAEYC guidelines and ethical conduct codes, as stipulated in the GWP Staff Handbook.
- Maintain/update web and social media communications.
- Market and/or advertise GWP to attract new students.

Yearly responsibilities include but are not limited to:

- Regular hours are August through first week of June, with minimal summer hours to handle inquiries, tours, and enrollment.
- Late July: Prepare/send emergency care paperwork mailing.
- August: Return to school with increasing hours to prepare for new school year, including ordering needed supplies, assigning students to classrooms based on age, inspections, teacher return, Open House, etc.
- Late August: Set Open House schedule. Conduct parent orientations. Assemble Open House Folders with help from aide.
- September/October: Attendance at Preschool Sunday is strongly encouraged. No compensation will be given.
- December: Develop an annual budget with the church Treasurer and Preschool Elder.
- January: Plan for and conduct registration for classes with help from aide.
- April through June: Recruit, screen and interview candidates for positions with the Preschool and work with church staff to obtain needed employment documents.
- May: Plan, coordinate, and attend End-of-Year Evening Event.
- June: Prepare an annual report for the Preschool Committee and the Session.
- June: Take inventory and identify needed supplies for the following school year.
- Work cooperatively with an aide on all fundraisers, including fall and spring Consignment Sales; count tickets to submit final results to accountant.
- Take inventory in June to inform supply orders for August with help from aide.

Necessary skills, requirements, and qualifications:

- Bachelor's degree strongly preferred (or commensurate preschool teaching experience)
- Prior Preschool Lead Teacher experience strongly preferred.
- Must demonstrate love of children and families and be a cooperative team member with church and preschool staff.
- Must relate well with adults and children, in verbal and written communication
- Computer proficiency: Word, Excel, Power Point, G-mail, etc.
- Physical capabilities: lift a child; crouch to a child's height; sit on the floor; stand tall enough to reach children on play equipment.
- Must display spiritual maturity, academic ability, and personal leadership qualities. Maintain attitude, speech, and actions consistent with the values and beliefs of Grace Presbyterian Church. Should have a foundation in Christian teaching and a willingness to teach curriculum that includes Christian prayer, stories, and values. (GWP is respectful of students and families who have differing religious beliefs).
- Must be able to successfully complete criminal background check and show evidence of satisfactory health. (Doctor's statement and tuberculin test results required.)
- Once employed, must complete ten (10) hours of Continuing Education required annually; must maintain CPR, First Aid, and Medical Administration Training (MAT) certification.

Salary: This is a part-time, school-year position (25-30 hours/week); minimal flexible summer hours to handle enrollment and tours. Pay commensurate with experience, \$26-\$28/hour (total estimated annual salary range \$30,000-35,000).

To apply, submit a cover letter and resume to gracepreschoolsearch@gmail.com.