

Preschool Director

JOB CLASSIFICATION

Administration/Management

REQUIRED QUALIFICATIONS

A Preschool Director must:

- Be at least 21 years of age
- Possess a CDA, Bachelor's degree or higher in early childhood education or child development. Preferably will also have a minimum of two years of experience in a licensed childcare center or classroom with at least one year as a Lead Teacher or Team Leader. Must provide an official copy of college transcripts, certifications and related course work.
- Be certified in CPR, First Aid Child/Infant/Adult and Blood-Borne Pathogens or obtain certification upon hire
- Complete a Tuberculosis test and physical and provide a physician's documentation of both
- Be mentally and physically capable of caring for a large group of children alone in a classroom
- Have submitted various background checks
- Have been fingerprinted for further background examination.
- Have a license or obtain upon hire and have an acceptable driving record. Provide a copy of the driving record to be included in the personnel file.
- Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs.

REQUIRED EXPECTATIONS

- Be available as early as 6:00 am and as late as 6:30 pm
- Be customer service orientated and self-driven
- Possess a strong work ethic and have minimal absences
- Be a professional, positive role model for all employees and children
- Interact with parents daily and speak with them about their child(ren)
- Drive children to and/or from school, when necessary
- Assist in classrooms, when necessary
- Assist with meal preparations, when necessary
- Be comfortable with computers and learning new software
- Provide general support to the Program Owners

- Assist with minor maintenance duties to help ensure the efficient operation of a quality childcare program

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- Assist in all matters of day-to-day operations
- Work as liaison between support staff and the Owners
- Handle paperwork functions in the center (e.g., roll call sheets, health appraisals, staff files, memos)
- Facilitate and attend occasional parent participation events and other events at night and/or on weekends (approximately 1 time per quarter)
- Conduct staff and parent meetings (staff meetings are to be held monthly)
- Assist the Owner in the hiring, monitoring, evaluating, supporting, coaching, and disciplining of the staff
- Enroll children, maintain a set budget and keep receipts and records
- Prepare monthly parent newsletters and weekly lesson plans according to policy
- Handle inquiries and center tours according to policy. Convert inquiries to tours and tours to enrollments.
- Implement best practices and developmentally appropriate practice methods
- Follow all corporate policies and procedures as well as state of Virginia licensing regulations
- Maintain a professional self-image and project the values of the organization at all times
- Substitute for any Director/Teacher in the event of illness, leave or vacation
- Perform classroom observations and provide teachers/caregivers with meaningful feedback
- Supply ordering and shopping list needed for center or curriculum.

IMMEDIATE SUPERVISOR

Preschool Director reports directly to the Owners, Amiri & Cindy Richardson-Keys

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all covered in orientation and during the “hands-on” portion of the position training.

JOB TYPE

Full Time

SALARY

\$15.00 – \$20.00/hour