



PRESCHOOL DIRECTOR

Job Summary: The Preschool Director is responsible for the effective daily management and operations of the highly rated Quality First preschool, facilitating positive relationships among preschool staff, parents, and the church congregation. The Preschool Director is responsible for the implementation and innovation of high-quality, developmentally appropriate early childhood educational practices for children 2 – 5 years within a Christian environment. The Preschool Director is responsible for operational compliance, communications, marketing, general school administration, fundraising, staff selection, development, and management. The Preschool Director should understand and comply with the preschool's policies, Arizona's State Licensing, as well as local, state, and federal laws and regulations. This position requires strong supervisory, leadership, and communication skills along with a warm & nurturing disposition.

Operations & Preschool Compliance

- Administer daily operation of the center in compliance with COH, Quality First, and state minimum standards to ensure that children are provided with a healthy environment, opportunities to develop stable & caring relationships, as well as to foster cognitive, social, emotional, spiritual, and physical growth.
- Administer daily operations to ensure compliance with COH, Quality First, and State minimum standards
- Plan and implement health and safety procedures including universal health precautions, emergency procedures, and facility and equipment safety
- Review and maintain current written guidelines & policies of admission, attendance, tuition, educational goals, and all other policies, procedures, and rules pertaining to the operation of the Preschool. Review & update handbooks at least annually.

Administration

- Oversee policies of admission, attendance, and educational goals for children as specified by AZ State regulations and the vision of the school
- Maintain accurate student and employee records in accordance with enrollment procedures and AZ State regulations
- Oversee all office functions including payroll, budget planning and review, accounts payable and receivable, tuition billing and payment, human resources and personnel management (staff supervision) and purchasing
- Maintain an orderly & clean facility, approve menus and food purchases
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance
- Maintain communications with parents of current and prospective students through direct conversation, newsletters, and parent handbook; implement community outreach activities to maintain and promote positive community relationships
- Remain current with developments in the field of Early Childhood Development and Education
- Foster a Christian environment for students, staff, and parents and implement strategic plans and goals that support the mission and vision of the church and the school
- Lead tours for prospective parents highlighting key features of our center and maintaining a strong connection with potential families
- Actively engage in the community and state early childhood initiatives, advocating for children, families, staff, and the early childhood field.

Curriculum

- Work with staff to develop, implement and maintain developmentally appropriate best practices and curriculum in each age group.
- Collaborate with QF Support Staff to ensure program goals are consistently reached
- Assist teachers identifying special needs of individual students, perform observations as necessary, seeking additional support, such as Early Intervention Supports, Occupational & Speech Therapists, etc. as needed
- Work with staff and administrative team to plan special events and field trips that supplement curriculum

Staff Supervision/Employee Relations

- Oversee and assist preschool staff in administering, planning, and evaluating activities and lesson plans that promote developmentally appropriate learning; manage adherence to state and local regulations
- Responsible for hiring and orientation of all new staff members
- Establish illness and emergency procedures; ensure all staff is trained appropriately
- Plan, organize, coordinate, and promote professional development, training, and monthly staff meetings
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development
- Supervise and leads faculty and staff, by completing annual evaluation requirements and conducting classroom observations
- Act as substitute teacher as needed
- Demonstrate excellent interpersonal skills leading with compassion, respect, empathy and understanding of the critical role of the early childhood program staff.
- Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive professional culture and environment

Communication

- Oversee communications for preschool including social media, calendars, flyers, school closures, newsletters, curriculum, child development, special events
- Develop a strong rapport with parents and be an effective communicator of changes or issues as they arise.
- Support family engagement activities promoting an atmosphere of community and cooperation.
- Develop a strong rapport with the Preschool Board, Pastor, Church Staff, and Church Council by attending planned meetings, events, and presenting monthly board reports.
- Assist Family Ministry Coordinator and Parish Administrator with the planning and implementation of Esperanza's Vacation Bible School each summer (late May – early June)
- Communicate effectively with Church Congregation through written monthly newsletter and annual report as well as periodically act as a representative of the preschool in person at church functions to promote understanding and support of the preschool's ministry. Encourage feedback regarding preschool programs & activities

Qualifications & Skills

- Minimum Bachelor's Degree in early childhood or related field
- Previous Director or Assistant Director experience preferred
- 5 years of direct professional experience in early childhood setting preferred
- Ability to work well with others (staff, children, and parents) and to foster a team environment
- An active member of a faith community
- Strong understanding of early childhood development and appropriate practices
- Strong written and verbal communication skills; technology skills
- Strong finance and budgeting skills
- Excellent leadership, organizational, and interpersonal skills

To retain long-term staff, the following benefits are offered:

- Tuition discount – 50% for staff with children enrolled in the program
- Tuition paid through Quality First Scholarship Program where applicable
- Professional associations fees paid – ELEA, NAEYC (AzAEYC)
- Conference registrations paid – Up to \$250 annually, special circumstances may apply for national conferences
- Paid leave to attend classes, professional development, or conferences on scheduled workdays
- Paid sick leave – 1 hour of PST for every 30 hours worked, up to 40 hours per calendar year
- Paid personal time off for teachers – 8 to 20 PTO hours annually based on years of service
- Paid vacation time for Director
- Paid staff meetings for teachers
- Paid holidays for teachers – 4 paid hours if holiday falls on a scheduled workday, and employee works the scheduled day before and after the holiday (Labor Day, Veteran's Day, Thanksgiving Day, MLK Jr. Day, President's Day)
- Free onsite professional development opportunities
- Optional Vision, Dental and Life Insurance buy-in through ELEA
- Opportunities for fellowship

Job Type: Full Time

Pay: Salaried; From \$42,000 to \$45,000.00 per year

Schedule:

7-8 hour shift

Monday – Thursday, occasional Friday

Evenings/weekends as needed for meetings or special events

