



## Grace Preschool Director

### Job Description

Reports To: Director of Administration- Grace Community Church

#### **Position Summary:**

Grace Director is a full-time position. It is the responsibility of this position to supervise the overall operations of the Grace Preschool, including staffing, curriculum, and administrative decisions. The Director plans and executes normal duties within established policies and procedures.

#### **Essential Duties and Responsibilities:**

- Develop and monitor quality services for children.
- Approve expenditures and ensure the center operates within the approved budget.
- Recruit, hire, train, and retain quality staff.
- Provide ongoing supervision and direction to all staff of the center.
- Provide opportunities for staff orientation and training.
- Ensure the programs for children are appropriately developed and executed.
- Manages the work schedule of teachers and administrative staff
- Evaluate teachers to ascertain performance, teaching methods and response to children is in accordance with policy and procedures.
- Maintain state license regulations for a child care facility.
- Make presentations to the oversight committee and various committees of the Church.
- Maintain effective communication between administration, staff, parents, volunteers, and the Church.
- Handle all childcare matters related to the daily operations of the center.
- Keep abreast of research and new development in the field of early childhood education.
- Review & adjust the annual budget and present to the Grace Preschool Board.
- Review and authorize purchase of instructional materials and teaching aids such as books, toys, and games designed to stimulate learning.
- Confer with parents regarding facility activities, policies, and enrollment procedures.
- Confer with teaching staff regarding child's behavior or learning problems. Recommend methods of modifying inappropriate behavior and encourage learning experience.
- May perform classroom teaching duties during absence of regular teacher.

Confidentiality is of utmost importance in this position as you are privy to personal information of children and staff.

Various duties as assigned.

**Knowledge, Skills, and Abilities:**

Understanding of child development and family dynamics.

Understanding and ability to implement the overall mission of Grace Preschool.

Broad knowledge of administration and business practices, accounting, finance, and child development center services.

Crisis management skills.

Excellent oral and written communication skills.

Excellent management skills, including planning, directing and supervising.

Must have strong leadership skills

Ability to access, enter, modify, and retrieve data on a personal computer.

Ability to read, write, and speak the English language.

**Work Environment:**

Time is spent in the daycare facility divided between desk work and supervision of staff

Must be able to fill in the classroom as needed

Must be willing to spend long hours standing, walking, kneeling, and be able to lift at least 30 pounds.

**Education and Experience:**

Must be a Christian and reflect Christian Principles in all behavior and actions.

Must be 21 years old.

Must have a Bachelor's degree in Early Childhood or Elementary Education and qualify for a Level 3 Administrator as determined by the NC Division of Child Development. Must have EDU 119, 261 and 262.

Must participate in professional development, maintain teacher credentials and keep current

Must have all First Aid and CPR certifications

Must have a minimum of 3 years experience as a preschool director or 5 years experience as a Lead Teacher in a preschool classroom

Must be fully licensed by the state and local municipalities

Must pass a criminal background check