

Job Description
Preschool Director

Supervisor: Chairman, Board of Directors

Classification – Exempt

Supervisory Responsibility: Teachers, Assistants

Preschool Purpose: The purpose of the Michigantown Christian Church Preschool is to provide Christian outreach to the children of the community to incorporate Christian teaching in Early Childhood Development. The emphasis is basic Christian values, positive character qualities, good self-esteem, and the stimulation of intellectual curiosity without the fear of failure. In addition, the Preschool will balance academic skills and play activities. Our goal is for each child to feel loved, secure and free to develop the God Given characteristics that make each child special and unique while preparing for their school years and beyond.

Job Summary: The Director works under the general supervision of the Board of Directors. From the Corporation By-laws, the Director is responsible to assist the Board of Directors in the formulation and establishment of objectives, policies and budgets. The Executive Director also bears responsibility for all daily operations within the established guidelines.

Qualifications:

1. Education in a field related to early childhood education or equivalent work experiences
2. An understanding of the full range of skills children will need to enter kindergarten, developmentally appropriate practices, and family engagement
3. Ability to maintain records as needed
4. Interest and knowledge of child populations
5. Ability to establish guidelines and supervise employees
6. Ability to develop and carry out long range planning functions
7. Ability to communicate effectively both in oral and written form and be sensitive to the goals of the agency
8. Ability to plan, organize, and carry out work with minimal supervision, make decisions regularly, maintain a coordinated work flow, and quickly acquire new knowledge and skills
9. Carry liability insurance on personal vehicle and provide documentation of such upon request
10. Must maintain valid driver's license unless written exception granted by board.
11. A personal record free of substance abuse, felony convictions, or driving violations in preceding five (5) years
12. Must be actively attending a faith-based church, believe that Jesus is the Christ, the Son of the Living God, and believe in the Trinity

Responsibilities:

The following responsibilities are representative for a person in this position. The responsibilities for this position are not restricted to those specifically listed. They are intended to represent the range and level of responsibilities assigned. The items are not necessarily in order of importance.

1. Responsible for public awareness and marketing activities, including development of newsletters and other materials for public release
2. Responsible for operating the business in a financially responsible manner
3. Responsible for market analysis, and determining client needs
4. Responsible for all reports needed or requested by the board of directors
5. Responsible for the development and maintenance of all company policy manuals
6. Responsible for overall staffing and staff development
7. Responsible for establishing and enforcing rules for behavior and procedures to maintaining order among the students
8. Responsible for observing and evaluating student's performance, behavior, social development and physical health
9. Responsible for oversight of curriculum development and implementation
10. Performs other duties as may be assigned by the Board of Directors