

## **Preschool Director**

**Status:** Full-time | 12 Month Position

**Schedule:** Monday – Friday | 7:45 a.m. – 4:15 p.m.

**Salary Range:** \$45,000 - \$55,000

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### **JOB SUMMARY:**

At Trinity Christian School, we are looking for an experienced and innovative leader who can effectively guide and develop our preschool program to the next season of growth and potential. This passionate educator is called to inspire a love of learning and love of Jesus Christ.

The Preschool Director will have the opportunity to shape and enhance the educational experience of our youngest students. The primary responsibilities will include overseeing curriculum development, managing a team of teachers and staff, and ensuring a nurturing and Christ-centered learning environment for our students.

### **JOB DUTIES:**

- Oversee the day-to-day operations of the preschool, including scheduling, curriculum implementation and budget.
- Foster effective communication with parents, teachers and students.
- Seek input, address concerns, and maintain open lines of communication to create a supportive and inclusive preschool community.
- Stay informed about relevant federal, state, and local statutes, as well as policies from the Department of Children and Families. Enforce compliance with these regulations and maintain accurate records to meet audit requirements.
- Ensure that the preschool curriculum and activities reflect the mission and core values of Trinity Christian School.
- Develop a meaningful growth plan for the preschool, identifying areas for improvement and implementing changes in school programs and personnel assignments to achieve school performance objectives and goals.
- Observe and train the preschool teachers and provide assistance, guidance, and support to improve classroom instruction and student performance. Offer staff development and training opportunities to enhance teaching skills and foster professional growth.
- Promote enhanced engagement from parents, Christ Fellowship Church, businesses, and various community interests through purposeful collaborations aimed at fostering academic progress, active community participation, and spiritual growth among students.

### **EDUCATION:**

BA in Early Childhood Education

### **CERTIFICATES, LICENSES and/or REQUIRED TECHNICAL SKILLS:**

Director Credential

CPR/First Aid

### **RELEVANT WORK EXPERIENCE:**

5 years classroom experience and 2 years of Director or Assistant Director Experience

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