

## **Job Description**

### **3 to 5 Preschool Director**

**Reports to:** 3 to 5 Preschool Board of Directors

**Calendar:** Annual calendar- mid August through end of May; Summer hours, Monday through Thursday 8:00 AM - 4:30 PM, 2-3 hour planning meeting and/or training, Additional training hours may be needed to meet licensing requirements, Monthly after hours meetings including parent, Board, budget, and/or fundraising, Attend program events

#### **Mission Statement:**

The mission of 3 to 5 Preschool is to create a supportive learning environment where all members of the school including children, parents, and staff can feel they are accepted, nurtured and growing. Staff will model our core values of Respect, Honesty, Responsibility, and Caring.

#### **Program Administration:**

- Assume responsibility for the daily operation of the preschool program
- Act as liaison between the Preschool Board of Directors, preschool staff, and the preschool families
- Provide community outreach, becoming involved in relevant organizations and educational programs
- Attend monthly Board meetings, participate in future planning/enrollment
- Maintain policies and procedures for program operation in the preschool handbook

#### **Program Operation:**

- Supervise registration and enrollment
- Manage program data including class lists
- Create and maintain portfolios for each child according to program curriculum best practices procedures, including work samples, observation notes and skills assessments
- Facilitate logistics for parent teacher conferences
- Plan school year calendar and submit to parents by first of each month
- Develop work calendar and schedule for preschool teaching staff
- Post and maintain a working calendar of program activities weekly or monthly in the form of a newsletter
- Outline expectations for and monitor communications with parents
- Plan and assist in fundraising
- Packing and unpacking of the classroom
- Maintain registration with SEED (System for Early Education Development)

#### **Program Development:**

- Organize and host a Preschool Open House each Fall and Spring
- Oversee and maintain ongoing Child Care Facilities licensing
- Encourage and provide opportunities for team building and staff collaboration
- Provide a vision for program development and change
- Implement strategies to recruit and maintain enrollment through the web and news releases
- Facilitate bi-weekly staff planning sessions

### **Office Supervision:**

- Program supply maintenance
- Student records
- Self Image Immunization records and reports
- Employee records
- Ensure all employees receive and maintain state licensing training requirements
- Ensure tuition payments received, including billing Child Care Assistance
- Payables and receivables
- Responsible for bookkeeping
- Maintain and update website and social media platforms with appropriate and relevant content
- Communicate in a timely and efficient manner with bookkeeper regarding all finances
- Check and sort mail
- Maintain (check and respond to appropriate) emails

### **Budget Responsibilities:**

- Assist Board in creating and reviewing the budget annually, and as needed, and provide necessary information as requested by the Board
- Apply for applicable grants/funding opportunities
- Identify resources to support budget including seeking out and applying for grants for the preschool

### **Program Supervision:**

- Ensure that weekly and/or monthly class newsletters are given to parents
- Interview and select employees with Board input
- Prepare letters of intent for staff
- Write and distribute staff notes, keeping teachers informed of current program information
- Conduct bi-weekly staff meetings
- Implement strategies to support, maintain and motivate staff
- Assess annually that teachers have completed the necessary training hours and/or continue to meet licensing requirements
- Evaluate teachers job performance on an annual basis
- Dismiss or suspend preschool employees as determined by both the director and Board. Any such action should be reviewed and approved by the Board.
- Interview and select substitute teachers
- Develop substitute teacher procedures
- Supervise implementation of licensing and safety procedures
- Supervise implementation of program curriculum
- Maintain a visible presence to staff, students and preschool families
- Plan the end of the year picnic for preschool families
- Teacher checkout form must be completed before final May paycheck
- Arrange for set up, clean up, and packing of school

### **Education Requirements:**

- Must have at least 12 semester hours of college credit in early childhood education, early childhood development, child development, child psychology, or the equivalent, OR
- Must hold either a current CDA or Montessori Certificate
- Must maintain continuing education credits and required according to all state and federal laws

**Requires certifications and minimum Qualifications:**

- Must be 21 years of age
- Pediatric CPR and First Aid certified
- Clearance from the State of Alaska background check program. All certifications must be complete before the first day of school. If offered a position you are responsible for paying for the background check, which will be reimbursed upon hire.
- All certifications must be completed prior to the first day of the school year

*Revised April 2021*