



JOB DESCRIPTION

DEPARTMENT: Preschool

POSITION TITLE: Preschool Director

REPORTS TO: Principal

POSITION DETAIL: Full Time, Exempt

POSITION SUMMARY:

Preschool & ECE for early childhood; establishes an atmosphere that nurtures and stimulates the development of the whole child & for the students to develop a positive self-esteem, care and concern for others

EXPECTATIONS OF EMPLOYEE:

- Adheres to all policies, safety policies and procedures and the core values of the Catholic Church
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Consistently reports to work prepared to perform duties of position
- Manages time well and meets organization productivity standards

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Hire, train, supervise and schedule all staff, maintain the appropriate staff to student ratio
- Provide training and professional development for all staff, assuring that licensing requirements are met at all times
- Has certification in infant, child, and adult cardiopulmonary resuscitation (CPR), first aid, Iowa's training for the mandatory reporting of child abuse and pass a Iowa DHS background screening.
- Demonstrates an understanding of the principles of growth and development
- Create a curriculum that promotes emotional, social, creative, physical, cognitive and spiritual growth
- Organize all activities for the program and publish a monthly calendar of events
- Supervise children's activities inside, outside and during field trips to ensure safety
- Possess a working knowledge of emergency procedures and infection control guidelines
- Balance structure, creative play and learning events with free play
- Communicate with new/current families through emails, phone, newsletters
- Support families and achieving enrollment, accreditation and operational objectives
- Partner with parents with a shared desire to provide the best care for their children
- Cultivate positive relationships with families, teachers, state licensing authorities and the community
- Serve in various roles throughout the program as needed, including teacher, and other duties
- Propose an annual budget and abide by finalized budget, manage record keeping
- Respect and maintain confidentiality of all information received in connection with the program
- Attend BOE/PACC meetings

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Medication dispensing, DHS regulations, mandatory reporting, Virtus training
- Ability to problem solve
- Excellent organizational & computer skills
- Excellent written, and verbal communication skills required
- Ability to read, analyze and interpret information
- Proven ability to multi-task with frequent interruptions

QUALIFICATIONS:

- Bachelor's degree in Education, previous child care experience

WORKING CONDITIONS:

- Occasionally lift and/or move a minimum of 50 pounds in a typical business or office environment

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the School.