

## Preschool Director

Employees and volunteers of the Twin Peaks Preschool work collaboratively to fulfill its Mission. The items listed in this job description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for the position based on the description below. Twin Peaks Preschool expects to employ professionals who will work beyond job descriptions creating both fulfilling career environments and successful outcomes for our students. Values we hold high include: Responsibility, respect, citizenship, fairness, trustworthiness, and caring and we expect to see them evidenced in our staff, parents, and students.

### Nature and Scope of Job

Responsible for the daily operation of the preschool as well as leading, coordinating and directing the Early Childhood School and Early Childhood Education personnel. The Director is the key contact for staff, families and governmental agencies. This position coordinates schedules, classroom planning, and training. This includes the education of each pupil in their charge while working collaboratively with students, parents, other teachers, and staff to achieve the Twin Peaks Preschool mission. Provides an enriched atmosphere where students learn subject matter and skills that will contribute toward their potential for intellectual, emotional, psychological growth and maturation.

### Education and Experience

- BA degree required and MA degree preferred plus additional coursework required for appropriate certification or licensure
- Large Center Director Certification
- A proven record in administration, public education, and/or early childhood education
- Demonstrated experience in effectively solving challenging problems through a positive, collaborative approach

### Responsibilities

- Act as instructional leader and program developer for center for preschool
- Supervise and hire staff, both licensed and classified
- Develop and implement professional development model, which focuses on improving instructional practices and increasing student achievement
- Facilitate, supervise, plan, organize and evaluate daily programming and operations for preschool
- Supervise and facilitate all licensing requirements, including required staff trainings
- Create and facilitate partnerships with the community, parents, teachers, and students
- Resolve conflicts between and with parents, students, and teachers
- Maintain and monitor budget and communicate appropriately with Leadership as needed
- Collaborate as needed with other faculty in delivery of appropriate instructional approaches
- Facilitates new enrollments, orientations, and acts as a positive family liaison
- Communicate via website, weekly newsletter, emails, etc as appropriate
- Promote preschool via advertising, open houses, tours, etc
- Create and/or coordinate center's yearly calendar, special events, and volunteers
- Communicates effectively and regularly with students, families, and colleagues concerning student academic and behavioral progress
- Attends and participates in all meetings as required
- Maintains a discipline and classroom control that fosters a safe and positive environment for all students in accordance with the center's protocols

### Required Knowledge, Skills and Abilities

- Advanced oral and written communications, leadership and interpersonal skills
- Customer service, critical thinking, and problem-solving skills
- Medication administration delegation within 1 month after hire

- Ability to manage multiple priorities and tasks with frequent interruptions
- CPR and First Aid certifications required within 1 month after hire
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Understanding of early childhood, academic and developmental programming, policy and practice for early learners
- A belief that all students are capable of learning
- Knowledge of behavior and classroom management techniques
- Ability to set high standards and achieve them
- Enthusiasm to ensure student engagement
- Ability to be part of and work with a team

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.