

Christ Presbyterian Academy
Preschool Director Job Description

POSITION PURPOSE: Preschool Director

POSITION HELD BY: Vacant

SUPERVISES: Preschool Faculty, Staff, and Program

DIRECT REPORT: Academic Dean

POSITION OUTCOMES/EXPECTATIONS:

I. Provide professional leadership in organizing, administering, supervising, and evaluating a preschool program that is fully aligned with the mission of Christ Presbyterian Academy.

1. Work with Academy Academic Dean to continuously review preschool standards and plan for ongoing compliance with ACSI and SACS standards and vertical alignment with the Kindergarten standards
2. Execute a plan for ongoing professional development of all teachers and develop and implement a plan for all preschool teachers to obtain necessary certifications
3. Plan and/or instruct training for best implementation of curriculum

II. Supervise the instructional programs of the school by evaluating lesson plans, observing classes, and participating in classroom activities to ensure best practices in the implementation of the curriculum consistent with research on child learning, growth, and development.

1. Work with teachers to establish a workable format for lesson plans in preK and a separate lesson plan format for younger classes
2. Establish and implement a means of evaluation of the plans and consistent communication with teachers about their plans
3. Establish and implement a schedule of observation of teaching and perform regular evaluations of teachers and assistants using the CPA Preschool evaluations, including personal professional growth goals and plans in alignment with certification requirements.
4. Keep updated on most recent research regarding child development and report findings to teachers in meaningful ways

III. Plan and organize the school day and year to provide for efficient operation of the school, including scheduling, program implementation, and professional development opportunities.

1. Meet weekly with preschool teachers for prayer, encouragement, and to keep communication current
2. Review weekly lesson plans and participate in classroom activities to ensure best practices in the implementation of the curriculum

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3. Look critically at daily schedules with regard to developmental appropriateness in order to maximize children's learning
4. Perform ongoing analysis of research pertinent to preschool aged-children and trends in preschool education

IV. Ensure a safe, orderly environment that encourages learning and creates high morale among staff and students.

1. Ensure the preschool adheres to all state and local safety standards
2. Work with Church and Academy to ensure solid safety and security protocols are in place and are carried out consistently
3. Communicate safety and security protocols to parents and teachers regularly
4. Communicate protocols to children in developmentally appropriate ways

V. Collaborate with others in the Academy as necessary to plan and align the practices of the Preschool with those of the greater Academy

1. Interact with the Directors of Finance, Enrollment, Communications, HR and Development to continuously align the Preschool practices and polices with those of the K-12 Academy.
2. Collaborate regularly with the Academic Dean to review goals and direction for the preschool that are in keeping with the Mission and Vision of the Academy.
3. Develop organizational procedures to implement instructional programs that help accomplish Continuous Improvement Plan goals.
4. Participate fully as a member of the Academy's Leadership Team.
5. Plan teacher in-services, with regard to content and timing, in alignment with those of the K-12 Academy.

QUALIFICATIONS AND REQUIREMENTS:

Knowledge

- Understand the Christian view of the world and life as it relates to all parts of school life and child and family development.
- Know the developmental characteristics of one to five-year-olds.
- Ability to lead, manage, and supervise.
- Know the principles of teamwork/organizational structures.
- Understand the details and operations of working in a school /preschool environment.
- Understand the state standards, child protection, and school law issues

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specific to the preschool environment.

Education

- Bachelor's degree in Early Childhood Education or Elementary Education– Masters Degree preferred

Experience

- Five or more years of experience in the classroom working with preschool or early elementary age children.
- 2 years of supervisory experience preferred

Skills and Abilities

- Be able to work with parents, students, faculty, and staff to accomplish school improvement goals.
- Possess strong interpersonal relationship skills.
- Exhibit strong written and verbal communication skills.
- Possess basic computer and Internet skills

Requirements

- Committed to performing his/her duties in accordance with the stated mission and purpose of the school, Christ Presbyterian Academy Policy and Procedure Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

SIGNATURES AND APPROVALS

Employee Signature

Date

Administrator Signature

Date

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