

Director of Allison Creek Preschool

Application Procedures

Job Description

The director of the preschool is responsible for the day-by-day operations of the preschool. He or she reports to the Board of Directors of the preschool.

Application Procedures

- Send resume and completed application by June 6, 2016 to:
acpsdirector8@gmail.com
- Interviews will be scheduled within one week of the June 6 deadline
- For more information about the preschool, visit www.allisoncreekpreschool.com
- No phone calls, please

Qualifications

Academic – The Director must either have:

- Minimum of a BA Degree (or equivalent) in an educational field from an accredited college or university; or a BA Degree (or equivalent) combined with at least two years' experience in an educational setting
- Minimum of an Associates Degree in education with two years' experience working in an educational setting
- Graduated from high school and have a minimum of five years' experience in program management in an educational setting

Attributes – The Director must:

- Be highly organized
- Be reliable
- Be self-motivated
- Demonstrate enthusiasm, patience and love towards preschool aged children
- Possess good communication skills
- Have typing and clerical skills
- Keep up-to-date on CPR/Basic First Aid Certifications
- Have the ability to interact in a positive and helpful way with children, parents, teachers, visitors and the general public
- Have the ability to work cooperatively with the Director of Christian Education and the Pastor of Allison Creek Church
- Have the ability to prepare and maintain a budget and keep financial records; working collaboratively with the Church Treasurer

Specific Job Responsibilities

Staff Development – The Director will:

- Provide a loving, Christian environment for the staff
- Facilitate appropriate spiritual and educational curriculum ideas and activities and maintain a three-year rotation of themes

- Offer encouragement, spiritual nurturing and appropriate discipline
- Maintain an adequate list of available substitutes and arrange for substitutes as necessary. Fill in as a substitute if needed.
- Hold regular staff meetings to discuss problems, share information, and seek solutions
- Observe teachers and assistants and hold individual evaluation meetings
- Interview and recommend prospective teachers and assistants
- Conduct background checks on all prospective employees
- Provide staff development, CPR training, and in-service opportunities throughout the year
- Provide a workable master schedule of classes
- Review classroom lesson plans, calendars, and newsletters; assist staff in planning and meeting objectives
- Regularly observe and assist staff as necessary
- Additional duties as necessary

Student Development – The director will:

- Provide a loving, Christian environment for the preschool children
- Provide continuous supervision and observation of teachers, assistants and children
- Coordinate student picture days
- Secure and maintain health records and emergency medical forms for all children
- Recommend candidate(s) for scholarship
- Provide a directory of students to each family
- Coordinate teacher / parent conferences
- Prepare a monthly newsletter of events
- Council with parents and teachers on relevant issues
- Provide and manage Scholastic book order forms to parents each month
- Coordinate family programs (e.g. Christmas programs, End of the Year, etc)
- Coordinate field trips
- Additional duties as necessary

Administrative – The director will:

- Consult with the Board to identify the needs of the preschool
- Attend quarterly Board meetings
- Prepare, maintain, and submit a written budget to the Board
- Prepare and submit an annual calendar to the Board, teachers and preschool families
- Collect monies, maintain financial records, and provide written reports to the Treasurer of the church and to the Board
- Submit staff payroll information to the Church Treasurer
- Conduct tours and hold at least one open house during the open registration period
- Collect and manage registration information and children's records
- Properly place children in accordance with South Carolina age requirements, maintain waiting lists, and keep attendance
- Notify those on waiting lists promptly when vacancies arise
- Maintain and update personnel records

- Maintain an on-going inventory of supplies and equipment and order as needed
- Maintain the Allison Creek Preschool Website
- Publicize the preschool and preschool events
- Prepare and maintain teacher, assistant and parent handbooks and directories
- Facilitate preschool fundraisers and fundraising events
- Respond to delinquent accounts and notify the chairman of the Board of any account past 30 days
- Monitor facility and playground equipment to ensure safety
- Provide healthy snacks for the preschool children
- Additional duties as necessary

Contractual Provisions

Terms

- August 15 – May 31 – Regular Preschool Calendar
- June & July – Summer Camp (Total of 5 days through June & July)
- When the regular preschool is not in session, the Director is responsible for the preparation of enrollment, recruiting staff, conducting tours, and other duties as needed

Compensation and Benefits

- Salary will be based on an average of 20 hours per week paid monthly
- Specific salary amount will be determined on a yearly basis by the Board
- Eligible children of the Director may attend the program for a 50% discount



ALLISON CREEK PRESCHOOL

Director Application

APPLICANT INFORMATION			
Last Name	First Name	Maiden	Date
Street Address			
City	State	Zip	
Phone No	Alternate Phone No		
Desired Salary	E-mail Address		
Do you have a criminal record? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EXPERIENCE IN EDUCATION & MANAGEMENT (Please attach additional sheet if necessary)

Relate your experiences working with children. Include any volunteer experience.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Relate your experiences in program management and leadership roles.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Describe any special abilities that would assist you in this position.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Describe your philosophy in managing a preschool (include teaching philosophy).	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

EDUCATION		
College/ University		Degree
From	To	Qualifications
Other Post Secondary		Program
From	To	Qualifications

REFERENCES	
<i>PLEASE LIST THREE REFERENCES</i>	
Full Name 1	Relationship 1
Company 1	Phone No 1 ()
Address 1	
Full Name 2	Relationship 2
Company 2	Phone No 2 ()
Address 2	
Full Name 3	Relationship 3
Company 3	Phone No 3 ()
Address 3	

PREVIOUS EMPLOYMENT	
Company 1	Phone No 1 ()
Address 1	Supervisor 1
Job Title & Responsibilities 1	
From	To
Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Company 2	Phone No 2 ()
Address 2	Supervisor 2
Job Title & Responsibilities 2	
From	To
Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date