

## **Preschool Director Position**

### **Qualifications:**

- Must be 21 years or older
- Required background check and Registration on the ODE State Registry (step 9)
- First aid/CPR certification
- Food Handler permit
- At least one year of training and/or experience in management and supervision of adults
- Certification of recognition and reporting of child abuse and neglect course
- Knowledge of Child Development or the primary ages served in our preschool (3-5 year olds)
- OCC approved health and safety trainings/continuing education classes

**Reports to:** Elementary Principal

**Supervises:** All teachers and assistant teachers in the preschool recorded program, Supervises all teachers and assistant teachers in the licensed Child Care Program

**Job Goal:** Create/Maintain a safe and healthy learning environment where families and children feel supported, and where the child's development is nurtured and positive relationships are built amongst all stakeholders.

### **Responsibilities:**

- Supervise and evaluate all teaching staff
- Assure all written health policies and procedures are followed
- Proper recording and support of accidents, injuries and other emergencies
- Record and facilitate all aspects of current licensing and recorded programs with the state
- Support Staff with professional development and clear handbook procedures
- Management of Department budgets and ordering of supplies
- Coordination of all substitutes
- Management of Curriculum alignment and organization of materials
- Parent communication from the preschool department
- Collaboration with the Elementary Department for Immunizations
- Support families with ESD connections and early intervention supports
- Sign-off on Paylocity for staff
- Interview new families to SC and work collaboratively with the admissions department
- Keep the Superintendent/Maintenance Department informed of any safety concerns.



- Establish and maintain a safe environment across the instructional day/childcare program (clear arrival/departure procedures, written emergency plans, environmental testing, transportation department collaboration, management of medications)
- Perform any other duties or responsibilities as designated by the Superintendent.

**Terms of Employment:**

This is a 27.5 hour a week position

Contract Aug. 21 - June 7, 2024 Plus up to three floating contract days during the summer for the purposes of - Ordering Training Day Aug. 16th, Up to 2 days for Meet & Greet plus parent Meetings  
Tuition discount

Pay Range depending on experience \$22-28 per hour

**To Apply:**

Please submit a resume

Statement of Faith

Application

Proof of Oregon Registry Status

Proof of CPR/1st Aid/Food Handler/Child Abuse and Neglect Trainings

At least 2 letters of recommendation

List of 3 professional references