

St. Nicholas Greek Orthodox Preschool is currently hiring a Preschool Director. We are looking for an experienced candidate that will provide leadership and possess administrative skills to manage and direct our preschool.

Requirements:

Valid Staff Credential or National CDA or a Degree in Early Childhood Education
Director Credential with VPK endorsement
Prior experience as a Director or Assistant Director
Level II background screening
CPR/First Aid
Experience with Child Care Food Program

The director provides leadership for the entire center, managing all aspects of the operation of the preschool center, including policies and procedures, enrollment, record keeping and staffing schedules. Is responsible for providing a safe, nurturing and loving environment that promotes and encourages the development of children. The director leads the process of achieving and maintaining licensure, accreditation and compliance with laws and regulations.

Specific duties shall include but not be limited to the following:

Timely opening and or closing of the center

Proper staff scheduling and training

Covering classrooms when needed

Recruiting/Hiring staff to provide the daily program ensuring state ratios are always met

Ensure proper sign in and sign out procedures are followed for DCF and ELC

Ensure compliance with VPK and ELC policies.

Enrollment procedures for new students.

Maintain and increase enrollment.

Enroll new students.

Provide effective parent relations.

Provide effective management and supervision of teachers and staff.

Assign staff to maintain proper cleaning and organization of the preschool.

Keeping security and safety of all children, parents and staff a high priority.

Make sure that all staff files are in compliance with the state regulations.

Collect and properly account for all tuition and fees.

Assist with the PTO program (Parent Teacher Organization).

If you are a child care professional who enjoys working with children, have a positive attitude and a team player, apply today! We will be conducting interviews immediately!

Job Type: Full-time

Salary: \$35,000.00 - \$40,000.00 per year

Angela Butler- Rogers
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