**Columbia Academy**

**Job Description**

**Preschool Director**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** PRESCHOOL DIRECTOR

**REPORTS TO:** PRESIDENT

**PAYROLL STATUS:** SALARY EXEMPT, FULL-TIME, TWELVE MONTH

**TYPICAL HOURS:** 7:30 – 3:30 WITH A 30-MINUTE LUNCH BREAK

**PURPOSE AND SCOPE OF THE POSITION**

The Preschool Director reports to the President and is the lead administrator of the Columbia Academy Preschool. The Director oversees the daily operation of the Columbia Preschool and Jr. K programs.

**MAIN RESPONSIBILITIES AND JOB TASKS**

1. Ensure the Columbia Academy Preschool program is in compliance with all Federal and State laws including Department of Education regulations.
2. Evaluate and make recommendations to the President regarding any changes in status of the employees under his/her supervision, including promotion or termination, and recommend new personnel for hiring.
3. Work closely with lead teachers to plan, implement and evaluate all aspects of the classroom program.
4. Respond promptly and appropriate to parent concerns involving employees, students, families or other matters as needed.
5. Work with the President and CFO to develop a fiscal year budget for the Preschool.
6. Seek ways to promote the Preschool in the community as a high quality early childhood program.
7. Communicate with and coordinate tours for prospective families.
8. Communicate with parents and visitors personally, as well as via phone, email and postal mail.
9. Perform other duties as assigned by the President.
10. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

**KEY COMPETENCIES**

1. The ideal Preschool Director shall

* Have earned a college degree or its equivalent
* Have significant experience in early childhood education
* Feel comfortable working in a team environment and managing a staff of employees

1. The Preschool Director must demonstrate the following skills:

* Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
* Excellent interpersonal skills including effective written and verbal communication
* Attention to detail and high level of accuracy
* Ability to anticipate work needs and follow through with minimal direction
* Ability to demonstrate sound judgment in decision making

1. The Preschool Director must demonstrate the following personal attributes:

* Fully committed to his/her Christian faith in belief and practice
* A member in good standing of a local church of Christ
* Have excellent integrity and demonstrate good moral character
* Be completely honest, trustworthy and dependable
* Possess cultural awareness and sensitivity
* Be flexible and enthusiastic
* Demonstrate a sound work ethic

**WORKING CONDITIONS**

The Preschool Director may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He/she may also spend significant periods of time standing, walking, and moving, which may cause muscle strain. Also, there are periods of carrying, bending, kneeling, pushing, pulling and light lifting. The Preschool Director must also deal with a wide variety of people on various issues. There may be times when the Preschool Director is needed to work before or after regular hours to ensure the supervision and success of the program.