

# Plantation Christian Preschool Director Job Description

Minimum Qualifications: Florida Director Credential with a VPK Director Endorsement

Job Purpose Statement: Handles day-to-day operations and administration of the preschool including supervising teachers, developing program plans, adhere to state and county regulations, prepare budgets, register students and communicate with families.

Essential Responsibilities:

1. Hire, train, manage, and when necessary terminate staff and teachers.
2. Ensure the preschool meets all local licensing and state Department of Children and Families requirements. Develop policies and procedures that meet local and state requirements and communicate them to staff.
3. Manage and prepare budgets.
4. Maintain curriculum standards that support educational excellence.
5. Work with staff to communicate with parents and students. When necessary, discuss student progress and development with parents.
6. Coordinate the maintenance and cleaning of the facility according to state and local standards.
7. Find substitute teachers and aides when necessary. For short, infrequent absences, the Director will serve as substitute.
8. Approve teacher lesson plans.
9. Prepare newsletters for parents, in coordination with teachers.
10. Maintain personnel records as required by local and state regulations. Ensure that yearly in-service hours are completed and possibly organize professional development and CPR/FA training.
11. Develop the school calendar to include holidays and special events.
12. Order and maintain all supplies.
13. Market the Preschool, facilitate tours for prospective families and register students.
14. Collect, receipt and bank all tuition and fees.
15. Maintain all student records as required by local and state regulations.
16. Work with childcare management software for record keeping and reporting in addition to the app for electronic communications with parents.
17. Complete all paperwork and registrations for county licensing and state VPK contracts.
18. Complete monthly attendance, student assessments, and any necessary reporting for VPK.
19. Conduct monthly fire drills, weather drills, and lockdown drills.
20. Attend all church preschool committee meetings and provide a monthly Director's Report.
21. Coordinate advertising of Family Ministry and Children's Ministry events with church leadership and the Preschool Deacon.