



Brighter Angels Learning Center
Preschool and Daycare

Employment - Preschool Director

This position is responsible in the overall leadership and management of the preschool. This position is responsible for the smooth day-to-day operations, financial management, curriculum delivery, employee/student retention and achievement, parent/community relations, and strategic planning for the school. The Director must perform a variety of highly responsible, confidential and complex administrative duties including, but are not limited to, budgeting, marketing, bookkeeping/recording procedures, curriculum knowledge and employee relations.

Minimum Requirements

- **At least 21 years of age**
- **Education and Experience;**
 - o **Documentation of High School diploma or equivalent and 6+ credit hours in early childhood education or 60 actual hours of instruction and 24 months of child care experience, or;**
 - o **24 credit hours from an accredited college or university including 6 credit hours in early childhood education and 18 months of childcare experience, or;**
 - o **Associate degree from accredited college or university in area of early childhood education and 6 months of childcare experience, or;**
 - o **Bachelor degree in area of early childhood education and 3 months of childcare experience**
- **A well developed philosophy on the education of young children, which parallels with Brighter Angels' philosophy**

- **Knowledge of acceptable practices, principles and procedures including but not limited to staffing, marketing, communications, bookkeeping, record keeping and reporting.**

Nature of the job

- **Work, interact and communicate in a professional and effective attitude with all internal and external customers and vendors**
- **Model and implement educational program activities as directed by the Brighter Angels' management team**
- **Maintain school's facility and upgrades in accordance with Brighter Angels' policies and procedures**
- **Assures that the preschool is in 100% compliance with State Licensing Regulations**
- **Prioritize and coordinate staff work assignments**
- **Maintain and practice emergency procedures as dictated by Brighter Angels' to ensure compliance with federal, state and local regulations.**
- **Maintain a variety of written materials while preserving confidentiality of materials regarding students and personnel**
- **Continually develop skills by attending at least 18 hours of job-related training annually**

This job description is intended to describe the minimum requirements and general nature of work performed by the person assigned to this position. The descriptions provided are not all-inclusive. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.