



PRESCHOOL DIRECTOR/TEACHER

QUALIFICATIONS

A. REQUIRED

- Bachelor's Degree in early childhood, child development, elementary education, or a closely related field
- Arizona Early Childhood certification, Elementary certification with an Early Childhood endorsement, or Special Education certification with an Early Childhood endorsement
- At least three months of childcare experience
- Current training in First Aid and CPR as required by R9-5-403(E)
- Must be 21 years of age or older required per R9-5-401

B. DESIRED

- Early childhood endorsement
- Administrative experience and/or certification

SUMMARY

Supervises and implements a quality preschool and childcare program which allows children to grow and develop socially, physically, intellectually, and creatively in a caring and nurturing environment.

Reports to: Chief Academic Officer Elementary Education and the building Principal

ESSENTIAL FUNCTIONS

- Clearly and accurately articulates the philosophy and goals of the preschool program to parents and the community
- Ensures that staff duties and responsibilities are performed and completed
- Maintains accurate records as required for licensure of the facility by the Arizona Department of Health Services
- Oversees and is responsible for the daily on-site operations of the preschool facility and program
- Manages data, organizes data, and prepares information for District personnel to assist in decision making
- Participates in staff interviews, hiring, evaluation, and discipline of all employees of the preschool
- Provides purpose and direction for program development and improvement
- Provides instruction and guidance to preschool children in the program
- Plans and prepares curriculum and activities for children
- Plans and collaborates with the Chief Academic Officer Elementary Education and the site Principal to implement appropriate early childhood curriculum and assessment and makes adjustments as needed
- Identifies professional development needs of teachers and staff and assists in planning and organizing training to fill those needs
- Conducts required training of new staff members as delineated in R9-5-403

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- Monitors staff to ensure compliance with 18 hours of training every 12 months as required for licensure
- Monitors program budget
- Ensures compliance with staff-to-children ratios as required by R9-5-404
- Ensures that staffing at the facility each day meets state requirements
- Prepares required reports to meet District, state and federal requirements as needed
- Maintains on-going communication with staff, parents, school staff, and the Chief Academic Officer Elementary Education
- Develops and distributes a newsletter to families each month
- Documents all communications, written correspondence, and parental requests and concerns, and takes appropriate action as needed to resolve issues
- Maintains a professional work environment that fosters collaboration and trust
- Shows respect and sensitivity for cultural differences and demonstrates their belief in the value of diversity
- Conducts routine safety drills and trains all staff on appropriate procedures during an emergency
- Controls the access to the facility and the children to ensure student and staff safety
- Reports accidents, injuries, etc. as required by policy and state law
- Reports necessary repairs to the facility or equipment to the School Principal
- Adheres to all school District policies and procedures

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle confidential information and records
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to meet deadlines
- Maintain consistent and punctual attendance
- Ability to work alone and as part of a team
- Ability to multi-task in a preschool setting
- Ability to exhibit patience with young children
- Ability to pull, stoop, bend, twist, turn, and sit for long periods of time
- Ability to operate computer, digital equipment, and phone
- Ability to utilize word processing, spreadsheet, and basic publishing software