

**Qualifications:**

- BA in Early Education, Child Development or a CDA
- 2 Year Associates in Early Childhood with 3 years direct professional experience in an Early Childhood setting

**Skills and Abilities**

- Strong oral and written communication skills
- Strong leadership, organizational, and interpersonal skills
- Ability to work well with others (staff, children, parents) and foster a team environment
- Strong understanding of child development and developmentally appropriate practices
- Strong finance and budgeting skills
- Flexible, able to prioritize and address multiple responsibilities concurrently

**Responsibilities:**

- Manage the daily operation of preschool
- Oversee a healthy, safe, and loving learning environment for children
- Organize daily schedules of preschool staff
- Oversee daily attendance of children and staff, manages ratios
- Plan and order the daily needs of the preschool--supplies, curriculum, equipment, etc.
- Plan and carry out events for children, staff, and parents
- Available for greeting, answering questions, and settling conflict with parents
- Oversee tours of prospective families
- Oversee kitchen staff to create menus for breakfast, lunch and snacks and purchasing food
- Manage any upgrades of the preschool program and facilities
- Oversee and administer medicine for children, contacting parents in case of illness, injury, or emergency
- Oversee state licensing inspections, fire inspections, and Paths to Quality
- Maintain a valid First Aid, CPR and SIDS certificates
- Work with Lead Pastor on yearly budget
- Interview and hires new staff
- Conduct staff evaluations yearly, and 90-day evaluations for new staff
- Maintain a healthy working environment for staff: encouraging staff, resolving conflict
- Plan for staff in-service training hours, First Aid and CPR, Drug and TB screenings