

Tot Learning Center Preschool Director Job Description

The Preschool Director leads and directs staff, oversees daily activities, and prepares and implements the TLC budget. They are responsible for all aspects of the program. They report to the TLC Board of Directors, the Pastor and the FUMC Administrative Assistant. They receive an annual review from the TLC Board Chairperson.

Duties

- Recruit, hire, train, assign and supervise staff with the assistance of the TLC Executive Committee
- Provide training and professional development opportunities for staff
- Establish policies with TLC Boards approval
- Communicate and enforce policies to staff and parents
- Develop educational programs and set educational standards with knowledge of developmentally appropriate curriculum for the preschool child.
- Help staff resolve conflicts between children, parents and other staff
- Implement the Safe Sanctuary guidelines for the preschool
- Develop marketing, advertising and recruitment plans as needed to maintain optimal school enrollment
- Establish and implement an annual budget with TLC Executive Committee Approval
- Purchase equipment, materials and supplies
- Ensure the facility is maintained, kept safe and thoroughly cleaned with Trustee Approval

Skills

Business skills. The TLC Director will manage all aspects of the preschool as an effective business manager.

Communication skills. The TLC Preschool Director needs to inform parents and colleagues about the progress of the children and keep them informed of all Preschool programs and activities. They need good writing and speaking skills to convey this information effectively. They need to be able to offer solutions to problems for the staff and TLC families and communicate with the TLC Chairperson keeping them updated on all TLC activities, problems, and decisions.

Interpersonal skills. The TLC Director must be able to develop good relationships with parents, children, co-workers, the TLC Board of Directors, the FUMC Trustees Chairperson, and the FUMC Staff.

Leadership skills. The TLC Preschool Director must supervise staff, using good leadership skills to inspire staff to work diligently. They also must enforce rules, regulations, and TLC policies consistently, honestly, and fairly.

Organizational skills. The TLC Preschool Director needs to maintain clear, accurate records about students, staff and all money transactions. In addition, they must be able to multitask when multiple people or situations require their attention. They must plan and implement parent programs and activities throughout the year.

Marketing skills. The TLC Preschool Director needs to advertise, organize and oversee the registration of new students and organize and schedule tours for families, maintaining optimal school enrollment.

Financial skills. The TLC Preschool Director needs to prepare and implement an annual budget. They will keep detailed, accurate, timely, records and receipts of spending, as well as keep accurate tuition records. They will keep an accurate record of employee attendance and report payroll. They will work closely with the FUMC Administrative Assistant. They will monitor all financial affairs with the assistance of the TLC Chairperson.

Technological skills. The TLC Preschool Director needs to be able to communicate with teachers, parents and the TLC Board through, email, texts, and social media. They need to possess word processing skills in order to develop newsletters, calendars and create documents for parent communication and school policies.

Education skills. The TLC Preschool Director needs to be passionate about working with preschool children, guiding them as they develop socially, physically, emotionally, cognitively, and spiritually, through the use of developmentally appropriate learning activities that are play based, in a Christian environment. Previous experience with Early Childhood age children or an Early Childhood Degree is desired.