

## **Job Title: CDC Preschool Director**

**Location:** United Methodist Church at Preston Hollow

**Reports to:** Child Development Center (CDC) Board

**Job Type:** Full-time

**Position Overview:** We are seeking a passionate and experienced Preschool Director to lead and manage our early childhood education program. As the Director, you will be responsible for overseeing the daily operations of the preschool, ensuring a safe and nurturing environment, and maintaining high standards of early childhood education. This role requires strong leadership skills, excellent communication abilities, and a deep understanding of early childhood development and best practices.

### **Key Responsibilities:**

- **Leadership and Management:** Lead and supervise a team of 20-30 teachers and staff. Foster a collaborative and supportive work environment that promotes professional growth and development.
- **Program Development and Implementation:** Oversee the development and implementation of the preschool curriculum. Ensure that educational programs meet the developmental needs of children and align with state and national early childhood education standards.
- **Staff Development:** Recruit, train, and evaluate staff members. Provide ongoing professional development opportunities to ensure the team remains up-to-date with best practices in early childhood education.
- **Safety and Compliance:** Ensure that the preschool operates in compliance with all local, state, and federal regulations. Conduct regular safety checks, maintain accurate records, and ensure a clean, safe environment for children and staff.
- **Family and Community Engagement:** Build strong relationships with parents and families. Communicate regularly regarding children's progress, school activities, and events. Act as a liaison between the school and the community, creating opportunities for involvement and engagement.
- **Financial Management:** Oversee budgeting and financial planning for the preschool. Ensure efficient use of resources, manage expenses, and maintain financial records. Work with leadership to secure funding or grants as needed.
- **Strategic Planning:** Work with school leadership to develop long-term goals, vision, and strategic initiatives for the preschool. Evaluate the effectiveness of the program and make adjustments as needed.

### **Qualifications:**

- Bachelor's or Master's degree in Early Childhood Education, Child Development, or a related field (Master's preferred).
- Minimum of five (5) years of experience in early childhood education, with at least three (3) years in a leadership role.
- Strong knowledge of early childhood education principles, curriculum development, and child development.

- Proven ability to lead and manage a team of educators and staff.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with staff, parents, and the community.
- Strong organizational and problem-solving skills.
- Knowledge of licensing requirements and regulations for preschool programs.
- First Aid and CPR certification (or willingness to obtain).

**Compensation:** Salary range \$60K-\$70K

Benefits include medical, continuing education credits, and paid tuition for the director's child.

**How to Apply:** Please submit your resume, cover letter, and three professional references to **prestonhollowcdcjobs@gmail.com**. We look forward to hearing how you can contribute to our preschool's growth and success.