

First Baptist Church Four Oaks Preschool Director

We are seeking a qualified preschool director who will oversee the daily operations and administration of our preschool. The applicant should be experienced in the field of early childhood development, with management experience preferred. This Christian based preschool consists of approximately 44 students ages 2, 3, & 4. The director will supervise five teachers and five assistants.

Pay & Hours of Employment

- Days---Monday through Friday (7:55am-12:25)
- Salary--\$15.00 per hour
- Approximate Hours per week – 22 1/2

Preschool Director Duties & Responsibilities

- Oversee daily operations in accordance with school policy and NC health/safety regulations
- Communicate effectively with staff, parents, and students (oral & written)
- Collect tuition, manage financial transactions, and prepare budgets
- Maintain School Facebook Page
- Manage staff in conjunction with the Preschool Committee
- Perform criminal background checks on all potential employees
- Develop and oversee an ongoing training program for staff (i.e., CPR & First Aid)
- Keep the Preschool Committee informed by attending monthly meetings
- Show strong leadership and administrative skills
- Help to safeguard and maintain school property
- Conduct annual employee performance evaluations
- Maintain student discipline in a positive manner
- Assist with assessing student progress (mid-year & end of the year)
- Assist in developing a yearly scholastic calendar with weekly themes
- Assist in ordering materials for lessons, school supplies, equipment, etc.
- Keep accurate reports of staff attendance and arrange for substitutes for absent staff
- Prepare reports and maintain school records (i.e. tuition, accident reports, etc.)
- Maintain confidentiality of children and parents, and safeguard financial information
- Organize field trips and yearly events (Children's Sunday & Graduation)
- Communicate with the Health Department in the event of a Covid outbreak

Special Requirements

- Degree in early childhood development or related field
- Must be at least 21 years old the date of hire
- Possession of valid NC driver's license
- Certification in First Aid & CPR
- Must be a Christian and involved in a church
- Must submit to a TB test and show proof of Hepatitis vaccinations