



HIGHLAND CHRISTIAN SCHOOL

Preschool Director

The Preschool Director is responsible for supporting the academic, social and faith formation goals for the preschool students of Sonshine Enrichment Center (SEC) at Highland Christian School (HCS). This position partners with classroom teachers, administration, parents, and a broader community of resources to support the needs of all students enrolled in Sonshine Enrichment Center. The Preschool Director takes direction from the HCS Administrative Team, and must act in accordance with the HCS Constitution and with the policies established by the Board.

PREFERRED QUALIFICATIONS OF THE ADMINISTRATOR

Experience: Possess experience or a high capacity to manage and lead others
Experience working with children
Strong Interpersonal Skills
Excellent Communicator
Teaching and/or Administrative License

Education: Teaching Experience
Bachelor's Degree in Elementary or Special Education

Faith: A successful candidate must have and profess a personal and mature commitment to faith in Jesus Christ and affirm the school's statement of faith/basis of instruction and mission statement. Membership, or commitment to become members at a Protestant Bible Believing Church, is a requirement of the position.

PROFESSIONAL, BEHAVIORAL AND PERSONAL ATTRIBUTES

The successful candidate will demonstrate, to the satisfaction of the Lead Administrator, the following competencies:

Spiritual Attributes

The Preschool Director must believe, without reservation, and actively support the school's Statement of Faith, Foundational Beliefs, and mission statement; possess a strong, clear Christian testimony; demonstrate a mature, godly spirit as a person of faith and prayer.

Personal Attributes

The Preschool Director must:

- Remain approachable - interact easily and effectively with staff/constituents and community entities while demonstrating sensitivity to their concerns/needs;
- Be positive, professional, and tactful in dealing with parents, students, and staff;
- Be an enthusiastic and visionary leader who is an encourager of others and a self-starter with a high-energy level and desire for personal and professional achievement for himself/herself and staff;

Professional Attributes

The Preschool Director must:

- Be able to articulate a Christian philosophy of education consistent with Scripture and the HCS statement of faith/basis of instruction and mission statement;
- Be able to explain to potential students and their parents the reasons why Christian education should be chosen;
- Have broad successful experience as a leader and manager;
- Demonstrate executive and management skills and demeanor;
- Display effective oral and written communications;
- Demonstrate a commitment to gender and ethnic/national origin diversity at all levels in the workplace and within the student body, and further demonstrate cultural sensitivity and competency in dealing with a diverse group;

Leadership Attributes

The Preschool Director must:

- Demonstrate a complete range of leadership skills and abilities necessary for success in this position;
- Possess leadership that is characterized as dynamic and driven and have a demonstrated track record of results-oriented leadership with specific successes to which he/she can point;
- Create a positive, encouraging school environment for staff, families, and students;
- Demonstrate sound management skills, solve problems, and implements solutions

Administrative Attributes

The Preschool Director must:

- Keep faculty and staff focused on fulfilling the school's mission with a high level of unity and morale;
- Support students publicly, without reservation;
- Demonstrate excellent time-management and organization skills;
- Lead and develop a strong Christian climate through relationships, activities, and positive communication.

RESPONSIBILITIES

The Preschool Director will:

- Maintain preschool licensing and accreditation documentation with annual submissions to ACSI
- Ensure adherence to local, state and federal health, safety and licensing regulations
- Work with Head of School to prepare and follow an annual budget and strategic 3-5 year budget for preschool operations
- Plan field trips and special events for all preschool classes
- Manage preschool-wide communication and FACTS information
- Teach weekly PE classes for three and five day students
- Support teachers in the planning process through finding and preparing materials
- Support classroom teachers with quarterly assessments
- Conduct annual review of curriculum resources
- Be the first person called upon to act as the substitute classroom teacher or aide in a classroom
- Plan, order, track and organize preschool snacks and supplies in collaboration with the Main Office
- Provide or obtain PD to preschool classroom teachers including the annual Bible study and state required training
- Maintain accurate student records for daily attendance
- Assist with preschool and kindergarten admission processes
- Recruit, hire and train new preschool teachers and aides
- Manage and evaluate all preschool teachers and aides annually
- Collaborate and communicate with staff, parents, and outside agencies
- Conduct daily rounds in the classrooms to support student learning and teacher instruction; help with student projects, stations, etc.
- Assist with morning drop off and noon/afternoon pickup times either outside or in classrooms.
- Conduct pull out groups during choice time to focus on needed skills (academic, social, behavioral).

Other Duties as Assigned

- Based on a variety of circumstances, the individual may be utilized to teach morning classes. This need will be reviewed annually based on scheduling, student needs and staffing within preschool.
- It is recognized that changing facts and circumstances impacting the school may supersede any position description, regardless of how complete. As such, in the intervening time between updates to position descriptions and any accompanying performance plans, the Preschool Director shall perform all other duties as assigned by the HCS Administrative Team.

ACCOUNTABILITY

The Preschool Director is directly responsible and accountable to the Academic Principal and shall be evaluated annually according to established criteria, including the imposition of annual performance goals and objectives that include reference to appropriate metrics and/or key performance indicators of success, as established in an annual performance plan.