Director of Providence Presbyterian Preschool

Job Summary:
Providence Presbyterian Preschool is an outreach ministry of Providence Presbyterian Church in Charlotte, NC. The role of the Director of the Preschool shall be to oversee daily and long-term functions of the preschool as a whole in accordance with the policies and philosophy of the school.

Curriculum:
- Diane Trister Dodge’s Creative Curriculum.
- The director seeks to build a respectful, nurturing community of children, families, and staff to mutually create an accepting haven of discovery.
- **The philosophy of our preschool is that children learn by doing.** We create opportunities for many experiences that strengthen the child’s self-esteem and sense of self-worth and help prepare them for a life-long love of learning. We emphasize experience and process rather than product.

Part-time position:
- Approximately 25-30 hours per week
- Our preschool operates 9:00 am – 12:30 pm Monday through Friday. Teachers work from 8:30 am-1:00 pm.
- Our preschool is in session September through May; however, limited, flexible office hours will be necessary June through August.
- We often offer a short summer camp to current families after the end of the school year, but those dates are determined by the Preschool Director.

Qualifications:
- The Preschool Director should have a bachelor’s degree in Early Childhood Education or a related field and several years of experience working with children in an educational setting.
- Three references are required.
- As required by our insurance and by the Presbytery, a criminal background check must be conducted. For this check certain personal information will be required. This information will be treated with the utmost confidence. (Background check is paid for by the preschool.)

Responsibilities:
- Oversee daily and long-term functions of the preschool as a whole in accordance with the policies and philosophy of the school.
- Interview, supervise, and coach preschool staff.
- With the help of the board, hire and discharge personnel.
- Structure number of classes, class sizes, and staff size annually to properly balance payroll and tuition.
- Provide support for teachers in curriculum development, implementation of the philosophy of the preschool and in classroom communications.
- Serve as a liaison between teacher and teacher, teacher and parent, parent to parent, and all committees.
- Determine placement of children in the classrooms, including interviewing families.
- Determine with families the need for scholarship funds and allocate as appropriate.
- Oversee parent involvement in the school.
- Develop, update, and maintain yearly budget with the help of the financial reports administrator and with frequent monitoring and approval from the board.
- Oversee all financial information with regards to payroll, accounts receivable and payable and provide complete records to Child Development Committee financial reports administrator.
• Order supplies and equipment for the school.
• Monitor classrooms to ensure that the founding philosophy is being upheld.
• Administer annual face to face reviews for the entire staff and recommend salary treatments to the board for approval.
• Maintain a safe environment for the school.

Compensation:
• Salaries are determined on an individual basis by education and experience.
• Part time: Approximately five hours per day, five days a week.
• Salaries are reviewed annually. Salary changes are performance based to provide for fair implementation. The Child Development Committee may provide salary increases at unscheduled times at their discretion.
• Paychecks – Employees are paid once per month. Paychecks are available the last working day of the month. Direct deposit is available.
• Overtime – There are no overtime opportunities.
• Payroll Deductions - Medicare, FICA, state, and federal taxes are automatically deducted from each employee’s paycheck.
• Paid Leave Days – Thanksgiving, Christmas, and Easter Holiday breaks, generally a total of 20 days
• Personal Leave Days – 5 working days per week = 5 personal leave days a year

Responsible to:
Child Development Committee of Providence Presbyterian Church

Interested candidates should submit a cover letter and resume to director.ppps@gmail.com.