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| Job Title | Mi Escuelita Preschool Director |
| Reports to | Executive Director/CEO |

Summary:

The Director for the Preschool oversees all aspects of the management and day-to-day operations of the Preschool and is responsible for the staffing, budget management, personnel management, program/Creative Curriculum implementation, quality standards and other operations. Responsibilities also include setting annual activities, planning and overseeing staff in-service education days, oversight of the federal food program and maintaining standardized child-to-teacher ratios.

Essential Functions:

- Understand the PRAHD mission.
- Plans, promotes, directs, and administers programs and service delivery.
- Direct staff in developing program strategies and quality standards.
- Ensure the Preschool meets all licensing requirements of the state of New Jersey.
- Ensure the Preschool meets all Board of Education policies and procedures.
- Maintain compliance with the Public Health Department.
- Provide leadership and training to the staff and volunteers and provide day-to-day management of the Preschool, including overseeing parent/family services, child enrollment, staff training, scheduling, administration, and facility/grounds.
- Support the management and implementation of the Preschool's annual operating budget together with PRAHD's Fiscal Director, assuring that staffing and operating expenses and revenue are in line with budget and in compliance with district regulations.
- Develop long-term plans to sustain stable financial operations and grow enrollment at the Preschool as needed.
- Oversee the development and growth of a collaborative and productive Parents Council to engage parents in the leadership and support processes of the Preschool.
- Conducts performance appraisals and recommends professional development.
- Assess supervisory and teaching performance in the classrooms.
- Reviews classroom purchases and recommends material replacements.
- Handles disciplinary actions, when or if necessary.
- Addresses inquiries and complaints, and resolves problems in a timely manner.
- Interface with parents on all concerns related to the classroom, staff interactions and child development or behavior.
- Responsible for other duties, as assigned.

Qualifications:

Experience:

- Minimum of two years teaching experience preferably with children ages 3-5 years old.



- At least 3 years supervisory/management experience preferably in child care or school environment with a primary responsibility for operations and budget management, including recruiting, screening, hiring and evaluating staff performance.
- Bi-lingual (English/Spanish) preferred.

Education/Certification

- Master's Degree in any field related to children or business, or a Bachelor's Degree in Early Childhood Education, Child Development, or its equivalent and two years of managerial or supervisory experience.
- Understanding Licensing Regulations
- CPR/First Aid Certification
- NJ Teacher certification (P-3)

Skills:

- Skills in planning, organizing, systematizing, implementing are essential.
- Familiar with implementing the Creative Curriculum through Teaching Strategies Gold.
- Knowledge of teamwork, parent involvement, problem identification, family and group dynamics.
- Must have excellent communication skills (oral and written) in order to communicate effectively with parents, students and staff.
- Ability to stay alert to potential safety and security problems
- Ability to work under supervision.
- Ability to get along with people of diverse backgrounds and be enthusiastic, courteous and friendly with children, parents and staff

Interpersonal Skills:

- Familiar with the culture and mission of the organization
- Excellent communication and organizational skills required.
- Friendly and polite. Ability to negotiate and manage interactions with employees, coworkers, department heads, district personnel and vendors as needed.
- Ability to be gracious with all persons of various ages, cultures, and creeds.
- Ability to keep records organized and as applicable-confidential.

Work Location:

This position is required to be performed on the PRAHD's Mi Escuelita Preschool premises located on 100 First Street, Perth Amboy, NJ. Daily interaction with members and staff, children and parents. Supervision received from the Executive Director/CEO of PRAHD.

BASE HOURS:

12 months / Monday – Friday / 35 hours per week with a one (1) hour unpaid lunch.

If interested – please forward your cover letter and resume to prahd100@yahoo.com.

Thank you!