

# Preschool Director

Christ Church United Methodist

1221 Quarrier St, Charleston, WV 25301

From \$35,568 a year - Full-time

## **PRESCHOOL DIRECTOR:**

### **Responsibilities include but not limited to:**

Manage the daily operations of the preschool, including managing staff, scheduling and ensuring compliance with licensing regulations; Provide leadership, guidance and supervision of the teaching staff and the daily activities of support staff who provide services to the center; Conduct a staff meeting at least once a month; Make curricular decisions and plans and supervise all aspects of the children's program; Communicate with staff members, children, parents, and the public; Communicate with the Department and regulatory agencies to ensure compliance with all requirements; prepare and file all mandatory reporting required on a monthly/annual basis; Manage the preschool budget and allocate resources effectively; Plan and organize special events and activities for students and families; Maintain a safe and nurturing environment for students and staff; Perform all other tasks as required or requested.

### **Minimum qualifications:**

- Be at least 21 years of age
- Be able to pass all required background checks & drug screening
- A Bachelor's degree in early childhood development or education

-or-

- A bachelor's degree in a related field with 12 credit hours in early childhood development or early childhood education and 90 practicum contact hours in the field of early childhood

-or-

- A bachelor's degree in a related field and a total of two years of relevant work experience; A degree in a business, management, or administration field with 12 credit hours in early childhood development or early childhood education and 300 hours of work experience with young children
- Be willing to complete the process to obtain credentialing as a backup Pre-K Teacher for Kanawha County Schools
- Previous experience in education administration or leadership role (preferred)
- Strong knowledge of early childhood education principles and practices
- Excellent communication and interpersonal skills
- Ability to effectively manage a team of teachers and support staff
- Proficient in budgeting and financial management
- Strong organizational skills with the ability to prioritize tasks

Note: This job description is intended to provide a general overview of the position. Duties, responsibilities, and requirements may be subject to change based on organizational needs.

Please submit your resume along with a cover letter detailing your qualifications for this position to

Christ Church United Methodist  
Attn: Preschool Director Position  
1221 Quarrier Street  
Charleston WV 25301  
[office@ccumwv.org](mailto:office@ccumwv.org)