

Job Description

Title: Pre-School Director

Department: Pre-School

Reports to: Day Care Coordinator

Employment Status: Full Time

SUMMARY

Supervise the overall instruction of teachers and assistants to meet the needs of children enrolled at Anchor of Life Day Care. .

ESSENTIAL JOB FUNCTIONS

- Effective oral and written communication skills.
- Proofread documents
- Meet schedules and time lines
- Plan and organize work.
- Plan recreational activities
- Establish and maintain cooperative and effective working relationships with others.

SCOPE OF RESPONSIBILITY

Under the direction of the Coordinator, the Pre-School Director is responsible for the daily operation of the Pre-School Department. Plan, present and evaluate educational and recreational activities of the pre-school children.

TYPICAL DUTIES

- *Responsible for all Childcare Licensing Regulations in the minimum standards
- Provide an educational process involving motor skill activities (Perceptual Motors), art, science, math, reading and social development. Other educational tools may be used.
- Evaluate the social, intellectual, emotional and physical needs of children enrolled in the program.
- Evaluate children's learning levels. Monitor progress of each child.
- Direct teachers, assistants and volunteers.
- Discuss progress of children with parents and respond to expressed concerns of parents.
- Maintain inventory of supplies and report to the Daycare coordinator

- Review Lesson Plans and Newsletters.
- Attend staff meetings, open houses, orientations or other functions as required. May be required to attend evening meetings.
- Plan and develop pre-school calendar
- Coordinate before and after school care program.
- Coordinate field trips and special pre-school activities

Carry out any other activities as requested by the Principal.

QUALIFICATIONS

- Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
- Two (2) years of experience working with children
- Early Childhood certification recognized by DFPS according to minimum standards.

ADDITIONAL REQUIREMENTS

- Computer Literate / Microsoft Office
- Emailing

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



Employment Application Date: _____

Applicant Information

Full Name: _____ DOB: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

It is the policy of Cross Church that all new employees serve a probationary period of 3 months from date of commencement.

If in the event you are hired at CROSS Church a criminal background check must be filled out completely and processed before the opportunity to work is granted.

Signature: _____ Date: _____