



# Example of Preschool Director Job Description

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Our growing company is looking for a preschool director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for preschool director

- Builds rapport and maintains relationships with management companies and talent agencies in an effort to find new writers, artists and directors
- Sources possible materials, books, stories and scripts for consideration in future television projects
- Independently identifies potential talent
- Fosters close working relationships with creative teams
- Actively part of creative and development process to generate pre-school series bibles, scripts and character designs pitch documents
- Collaborates with other Development Executives on projects and works well in a team setting to support and improve all projects in development
- Ensures that the department resources
- Manages the department coordinators, assistants and interns as they work on assigned projects
- Provides direction to the administrative staff and ensures that work has been distributed efficiently
- Represent Nick Jr

## Qualifications for preschool director

- Graduation from an accredited four-year (4-year) college OR
- Sixty (60) semester hours with at least thirty (30) hours of which shall be in business or management, child or youth development, early childhood OR
- High School Diploma (or Department recognized equivalent), and Tennessee Early Childhood Training Alliance (TECTA) certificate for completing thirty (30)

- Must have previous experience in a licensed child care facility previous management experience
- High School diploma or GED with 120 hours of training in child care and at least 1 year of child care experience OR
- Child Development Associate (CDA) with 1 year of child care experience OR