



Example of Preschool Director Job Description

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Our company is looking to fill the role of 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

- Coordinates service delivery across early childhood education programs, ODE offices, state agencies, and regional services
- Coordinates IDEA program monitoring and complaint investigation across early childhood education programs and with the Office for Exceptional Children
- Provides data, data analysis and recommendations for policies, procedures, biennium budget and the use of federal discretionary dollars
- Ensures timely data analysis of information required for the Annual Performance Report for OSEP
- Processes waivers for class size, caseload, teacher qualifications
- Act as a liaison for the Brand Design team with Animation & Brand Creative internal programming divisions ensuring synergy and brand excellence across Nick Jr
- Execute art & design that translates the attitude and values of our properties across all businesses categories
- Explore head turning creative that enhances our properties and grows our business
- Hands-on creative with excellent motion graphics abilities and strong aesthetic judgment
- Support, mentor, inspire and elevate the design team including graphic & motion designers

Qualifications for preschool director

- Preferred that the applicant has taught in a Preschool/Kindergarten program or in a program for Kindergarten through 3rd grade
- Must meet state specific guidelines for the role Minimum 12 ECE Units, including units in ECE, Child Development, or Child Care Administration
- Strong knowledge of general office machinery (i.e., copier, duplicator, fax, postage meter, folding machine)
- Demonstrate excellent organizational, oral/written communication and interpersonal skills
- Ability to work well with staff and volunteers in a team environment