



Example of Preschool Director Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of preschool director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for preschool director

- Communicates strategy to team members and other internal partners/stakeholders
- Assists Director in implementing and monitoring programming for consistency with the school philosophy
- Participates as a member of the management staff in long-range planning, goal setting, and assessment
- Updates and maintains the school's strategic plan, coordinating with appropriate staff on status of specific goals and objectives
- Assists incoming families in making a workable and productive schedule that meets the needs of both children and parents
- Coordinates interview processes and assists in the selection process
- Plans and coordinates staff development activities
- Participates with the Director in the development and presentation of parent programs and events
- Maintains high visibility in the center with staff and with parents
- Assists the Director in maintaining the physical facility of the center

Qualifications for preschool director

- Must be able to lift up to 50 pounds, utilizing proper lifting procedures
- Must be able to stoop and bend to interact on the children's level
- Required to stand up to 95% of the workday

- Must be practicing Catholic and be willing to sign a Profession of Faith