



Example of Preschool Director Job Description

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Our company is growing rapidly and is looking to fill the role of preschool director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for preschool director

- Supervise and provide training for The Pre-School and Summer Day Camp Staff in tutor-student generated tutorial sessions and activities
- Supervise all program interns and staff
- Supervise programs components of the Pre-School and Summer Day Camp and provide daily supervision
- Monitor on-going programmatic needs of the students' academic progress, assessment through conducting regular assessments
- Produce lesson plans to adhere to Ohio Education Standards grades for K-8, for all academic components
- Provide support to Pre-school staff and conduct necessary evaluations
- Plan and execute a 9-10-week long summer day camp for preschool and school age students
- Develop plans of action via reports and recommendations as needed for efficient operations of the Pre-School and Summer Day Camp
- Responsible for marketing and growing and or maintaining enrollment
- Responsible for the development and implementation of overall parent workshop and correspondence and parental involvement with pre-school, distribute as appropriate all pre-school information, records, correspondences related to academic component

Qualifications for preschool director

- Experience developing and implementing policy
- Experience using technology to collect testing, assessment, or demographic information for students
- Strong organizational skills with demonstrated ability to manage multiple complex roles and responsibilities
- Bachelor's degree in early childhood education and 1 year experience teaching preschool aged children – or – Bachelor's in other discipline and 5 years' experience