

JOB DESCRIPTION

Director of Preschool

CHERRY HILLS
CHRISTIAN SCHOOL

Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose.

The Director of Preschool is responsible for ensuring a safe, nurturing, and loving learning environment for preschool students. The Director of Preschool also serves to lead, support and resource the teaching staff to ensure high-caliber care that is Christ honoring above all things.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

Lead and Coordinate Professional Development and Professional Learning Teams

- Oversee Preschool staff and nurses including before and after school program staff
- Conduct orientation of new staff members providing them with the policies and procedures of the preschool program
- Provide ongoing training and support to help teachers identify and reach their annual goals
- Work with teaching staff to review classroom lesson plans to ensure teaching objectives are being met
- Conduct meetings and trainings throughout the year including work-week, in-service days and department meetings
- Assist in classrooms as needed

Recruit, Train and Lead a Highly Effective Team

- Build a strategic place to identify and recruit high-caliber faculty and staff
- Build a culture defined by love and unity
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback through a performance review process for continuous improvement
- Ensure all team members know and uphold safety and security procedures

Oversee the Health and Safety of the Preschool

- Provide a safe preschool environment consistent with policies and procedures to ensure high structure and accountability
- Assist the nurses in securing and maintaining the required health records for all children enrolled in the program
- Ensure compliance with following CHC's Child Protection Policy

Manage the Administrative Aspect of the Preschool Program

- Manage the curriculum, budget and events for the preschool in alignment with CHC's mission and vision
- Seek and maintain good licensing and accreditation status

Director of Preschool

- Update and prepare parent/student handbook in accordance with the State of Colorado rule regulating childcare requirements
- Communicate with parents through in-person, email and phone to build and establish good relationships

Cultivate Positive Relationships with Children and Families

- Connect relationally with children and families in all interactions
- Provide a safe school environment consistent with policies and procedures to ensure high structure and accountability
- Pray for the children and families you serve

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail, and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion, and a service orientation

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Head of School and other professional development opportunities
- Attend department and all-staff meetings
- Demonstrate teachability and receptiveness to feedback

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Perform Other Duties and Tasks as Assigned

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Leadership, Shepherding and Administration

QUALIFICATIONS

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to the mission statement, values, and faith statement
- Must be able to uphold and support the mission statement, values, and faith statement
- Bachelor's degree or higher in Early Childhood Education or Elementary Education
- State of Colorado Director's Certificate required
- A minimum of three years leadership experience required
- Must have a current CPR/First Aid Certification
- Must be able to pass a criminal background check

POSITION TYPE: Full-time, Exempt

HOURS PER WEEK: 40

SUPERVISOR: Head of School
