

Gladstone Campus Preschool Director (paid staff)

The Preschool Director is responsible for the administration and all programming of Little Lambs Preschool-Gladstone Campus.

Staff Relations

- Hire qualified staff to invest in the vision and the mission of Little Lambs Preschool-Gladstone Campus
- Supervise and mentor teaching staff
- Maintain all employee paperwork and files per State regulations
- Process staff time cards, and track absences/PTO for each classroom employee
- Provide support to staff as needed and maintain employee confidentiality
- Assign teaching teams each school year
- Contact subs as needed
- Plan and lead monthly staff meetings
- Assist in planning in-service opportunities
- Attend advisory team meetings and tend to agenda items
- Observe each classroom 1-2 times per week and keep record of observations
- Provide care and assistance in the classroom as needed
- Supervise and hold all staff accountable to all policy and curriculum guidelines
- Perform evaluations in March for all teaching staff
- Assist classroom staff in establishing a physical education plan for snowy or rainy days
- Approve all lesson plans
- Promote and encourage collaborative opportunities between staff

Children and Family Relations

- Communicate policies, procedures, safety issues and events with parents and children
- Manage phone and email communication with preschool families
- Process enrollment information and prep for yearly enrollment
- Create and maintain class rosters
- Maintain all student paperwork and files per state regulations
- Establish a consistent communication plan between parents and teachers
- Establish and execute a safe check-in/check-out system for the students
- Build an environment that is safe, tolerant and respectful of children and families
- Approve all Gladstone merchandise (t-shirts, tote bags, etc.)
- Plan and carry out fall and spring fundraisers
- Create and disperse monthly newsletter
- Organize field trips
- Tour potential new families
- Assist with discipline and sick children as needed.

Operations

- Collaborate with N. Oak Director to develop and maintain an annual budget
- Collect tuition from families
- Collaborate with N. Oak Director on yearly tuition and salaries
- Advertise preschool to potential families through several avenues
- Order supplies and maintain an organized inventory
- Submit maintenance requests
- Maintain the master calendar to include; all class trips, parties, programs, conference, picture days, special days, etc.
- Ensure that centers meet and exceed all non-exempt licensing requirements
- Prepare for all inspections
- Maintain proper teacher-student ratios throughout the year
- Create lunch break schedule and assist in covering lunch breaks
- Reconcile credit card statement
- Report to child services as needed
- Communicate school closings to parents and Good Shepherd staff as needed
- Represent Gladstone and Good Shepherd in the community, establishing a healthy and mutual relationship.

Qualifications

- Degree in Education or Early Childhood Education is preferred
- Excellent interpersonal and communication skills
- Ability to communicate with young children, staff and parents
- Strong organizational and administrative skills
- Experience in supervision
- Understand, manage, and troubleshoot staff and program complexities of a growing preschool program
- Represent Little Lambs and Good Shepherd in the community, establishing a healthy and mutual relationship

Hours and Lines of Communication

- Reports to: Ashley Collier, Little Lambs Preschool Director-N. Oak
- An annual review will be conducted
- Full time position-12 months

Send resume to acollier@goodshepherdkc.com