

Preschool Director (Santa Barbara)

St. Mark Preschool is looking for a new leader to carry the school into 2019 and beyond. If you are an expert in the field of early education, looking for a long-term commitment, maintain high quality standards, have strong leadership skills, and love what you do, then this position could be for you. We are accepting resumes for full-time salaried employment.

St. Mark Preschool was founded 53 years ago by St. Mark United Methodist Church. It remains under the auspices of the church and is responsible to the Preschool Advisory Council which is made up of church members, the pastor of the church and parent representatives. Currently there are 80 students from ages 1 to 5 in 6 classes and a staff of 18 employees. We offer full day and partial day programs. We are accredited by the NAEYC.

Hours:

Full-time position is Monday-Friday.

Position Description:

The Preschool Director administers and prepares children for a lifetime of learning in a developmentally appropriate, positive, and child centered preschool program which embraces children in partnership with families.

The Director manages the St. Mark Preschool. The Director is responsible for the school finances, student enrollment, personnel administration, instruction, marketing, communications, classroom safety, and establishing the annual calendar of events.

Principle Responsibilities:

Manage Preschool Finances:

- Establishes and prepares the annual operating budget and all other financial reports
- Manages Preschool within the approved operating budget
- Maintains accreditation requirements according to NAEYC
- Attends monthly PAC meetings

Manage Student Enrollment:

- Establishes procedures for student enrollment, registration and correspondence
- Establishes class sizes and staffing requirements in accordance with state and federal government regulations

Personnel Administration:

- Maintains presence during hours of operation
- Establishes job descriptions for the Preschool Staff in conjunction with the PAC

- Oversees all staffing requirements, hiring, professional development, and other personnel needs.
- Establishes objectives for the Preschool Staff

Instruction:

- Establishes curriculum aligned with the St. Mark Core Purpose Statement
- Substitutes in classrooms when needed

Marketing and Communication

- Prepares advertisements, brochures and other marketing material
- Develops and maintains parent, church and other Preschool communication
- Maintains wait list, communication and conducts tours for potential parents of the Preschool program
- Establishes and maintains an annual calendar of events

Health and Safety:

- Establishes procedures for classroom health and safety, medical emergencies, and classroom evacuation
- Keeps appropriate health and safety records

Required Education/Certification/Skills:

A degree in early childhood education or equivalent experience

- Experience in a position with similar responsibilities
- At least 1 year of training or experience in management of adults
- Demonstrated skills working in a team environment and resolving conflicts
- Good written and oral communication skills
- Good organization skills
- Working knowledge of budgets and financial management
- Enrollment in Criminal History Registry
- Certificate of completion of Recognizing and *Reporting Child Abuse and Neglect Class*
- CPR and First Aid certification
- Proof of Criminal Background Clearance, LiveScan fingerprinting and TB clearance.

Desired Skills:

- Experience using programs such as Microsoft Office, Word, Excel, Access, QuickBooks
- Willingness to attend workshops, classes and professional development to enhance job performance
- Experience working in an NAEYC accredited program

Equipment/Machines Necessary to Perform this Job:

- PC/desktop computers and associated software
- General office equipment

Work Environment Considerations:

- Ability to lift up to 35 pounds.
- Set up classroom, play equipment and carry supplies.
- Deal with adverse weather, multiple priorities, interruptions, and unexpected changes to work schedule.
- Flexibility to work as needed to meet classroom schedules

Benefits:

Generous paid vacation, monthly wellness stipend and discounted tuition for child care.
Submit resume to st.markpreschoolsb@gmail.com
For further information contact 805-687-4111.

Compensation:

\$55,000+ depending on experience