

# Sunrise Preschool Director

Sunrise Preschool is a licensed childcare facility under the umbrella of Sunrise United Methodist Church, which includes programs such as half-day preschool classes, Mother's Morning Out, Parents' Night Out, and Summer Camps. In a Director, we look for committed individuals who want to make a difference in the lives of young children and their families, while effectively and efficiently running all school operations. The Director promotes the academic, physical, emotional and social growth of the children while also working closely with Sunrise United Methodist Church leadership to build a strong, healthy relationship between the church and the preschool.

## Schedule

Office Hours are 8:00am-3:00pm

Monday- Friday

## Qualifications

- Colorado Department of Human Services Large Center Director License (Required)
- Teaching/classroom experience (2+ years preferred)
- Strong leadership, organization, and administrative skills in a preschool or childcare setting (2+ years preferred)
- Hands-on experience recruiting, interviewing, hiring, motivating, developing and retaining teachers in a preschool or childcare setting
- Well-versed knowledge of CDHS licensing standards
- Budgeting and Financial Analysis Experience

## Required upon hire:

- Criminal background check and fingerprinting
- Current in First Aid, CPR, Universal Precautions, and Medication Delegation
- Any and all additional required training courses as laid out by the Colorado Department of Education

## Daily Duties and Responsibilities (include but are not limited to)

- Lead a high quality preschool program working with children from 12 months to 6 years of age
- Create and cultivate an environment where children feel safe and loved coming to preschool
- Recruit, select and retain quality staff, while creating and maintaining a high quality team that embodies caring, compassionate, relationships with one another, their students and families.
- Manage and support teaching staff and promote their professional development.
- Work with the church to set a vision for Sunrise Preschool and utilize all available resources to work towards that vision
- Provides teacher trainings and plans and conducts regular teacher meetings
- Maintain a high level of organization in the areas of administration, planning, record keeping, budget and finances.
- Create an annual budget for the school
- Handle general finances of the preschool: work within approved budget, order curriculum and supplies, submit payroll and bill and collect monthly tuition
- Track and manage child files to be in compliance with state regulations
- Track and manage staff files to be in compliance with state regulations
- Track and manage all student and family tuition payments
- Ensure that policies and procedures of the school are being followed along with appropriate forms of discipline
- Plan special school activities, back to school nights, graduation and holiday programs as well as putting the school calendar together each year
- Maintain compliance with all state and local government health, safety, and licensing regulations.

- Maintain clean, safe, organized preschool facilities with support of the Sunrise facilities staff and trustees.
- Develop and facilitate continued marketing strategies
- Responsible for marketing Sunrise Preschool to the wider community
- Perform other related duties as assigned or requested

### **Skills Utilized on a Regular Basis**

- Love for children and passion for building relationships
- Understanding of child-hood curriculum and its implementation
- Knowledge of local School District Kindergarten expectations and requirements
- Proficient Computer knowledge: Google Workspace, Word, Excel, Publisher, PDF, Facebook, or strong willingness to learn required
- Proven organization and communication skills consistent with both preschool children and adult needs
- Budgeting and Financial Analysis
- Positive attitude which motivates others and promotes the preschool's vision, reputation, internally and throughout the Colorado Springs community.
- Willingness to cultivate and grow lasting community relationships both internally and externally.
- Commitment to maintain community confidence at all times by keeping information confidential