

Table 1

Loving Neighbors	Preschool Director
Education	Job Description
Bachelors Degree or Higher in early childhood development or similar	Hiring and Staff Management
Associates Degree in early childhood development and 18 semester hours and 480 hours of experience	Develop position description and posting for Lead Teachers (4) and Teacher Assistants (2).
	Post open positions, interview and hire
Other Education Requirements	Maintain training records for all staff. Make sure staff is up to date on State required training.
30 hours of MI training (even after hire if needed)	Foster a positive and caring teaching and learning atmosphere with staff and children.
3 CEU in childhood administration	Conduct annual staff evaluations with actionable feedback. Provide timely feedback as needed.
CPR Certified	Conduct classroom observations, evaluations, and provides feedback that motivates and encourages learning.
	Conduct staff meetings as needed
Other Requirements	Build and communicate weekly schedules
21 years or older	Family Engagement
Able to support the mission statement of our preschool program: Loving Neighbors Preschool fosters development of children in their formative years and works with families for their educational, physical, emotional, spiritual and social development.	Conduct new family orientation, highlighting key features and points of difference of our curriculum, teacher tenure/quality, etc.
Meet all educational requirements above	Introduce families to TS system of payment and child growth tracking.
Willing and able to pass a background check and drug test.	Curriculum
Ability to work independently and with a team.	Become very familiar with Teaching Strategies (TS) curriculum. Train and implement with staff.
Excellent written and oral communication skills.	Develop, implement and evaluate program and center policies.
5 years minimum experience as a daycare administrator/director.	Develop parent/child handbook
We plan to incorporate Bible Stories and Christian values into our program. Are you comfortable working in a faith based environment?	Develop staff handbook
	Assist in program budget development. Monitor all program expenditures and ensure adherence to approved budget
Compensation	Purchase equipment for the preschool both for start up and ongoing.
To be discussed.	Develop, implement and maintain a health and safety plan for the preschool.
	Attend and participate in all preschool board meetings.
	Understand, comply and work to exceed all regulations as directed by Michigan. Maintain State licensing requirements.
	Completes all required paperwork and record keeping on a timely basis and maintains same in an organized, up-to-date manner. This includes all preschool files: for example, students, personnel, health and safety files.
	Conduct required emergency safety drills
	Think about and plan opportunities for community engagement