

## **Northaven Co-operative Preschool Director**

Northaven Co-operative Preschool is seeking an exceptional Director who will work closely with the teachers, parents, and Co-op Board to support and grow the school mission of providing a quality preschool which nurtures the development of the whole child and provides parents the opportunity to participate directly in the education of their young children. The Director of Northaven Co-operative Preschool oversees a student body of 70 and a teaching faculty of 5. The Director reports to the Co-op Board and Staff Parish Committee.

Core weekly schedule is Monday through Friday, 8:45 AM – 2:45 PM with some additional afternoon, evening, and weekend meetings and events. Flexible weekly schedule when school is out of session for summer holiday.

### **Responsibilities:**

#### **Program Administration**

- Assume responsibility for the daily operation of the preschool program
- Provide community outreach, becoming involved in relevant organizations, school networking, and educational programs
- Maintain and coordinate publishing of *The Co-op Handbook*

#### **Program Operation**

- Supervise registration and enrollment
- Facilitate preparation for and implementation of parent-teacher conferences
- Plan school year calendar with the Board
- Work with teachers on the assessment of equipment and playground needs and help coordinate repairs and upgrades of equipment, landscapes, and other playground features
- Outline expectations for and review communications with parents
- Review and revise school policies and procedures
- Review and revise personnel policies
- Attend and report at Northaven UMC Leadership Council meetings as a nonvoting staff member
- Coordinate with Northaven UMC Ministers and Staff Parish regarding shared space agreement and other Co-op and church functions
- Attend and report at Northaven Co-op Board meetings

#### **Program Development**

- Remain current on issues, trends, and research in early childhood education
- Oversee ongoing NAEYC accreditation
- Promote and maintain the Co-op's mission, purpose, and core educational goals through all levels of the organization
- Encourage and provide opportunities for team building and staff collaboration
- Implement strategies with the Board to recruit and maintain enrollment
- Attend the Co-op's biannual fundraising events and participate in other fundraising efforts

#### **Office Supervision**

- Supervise Office Coordinator
- Purchase equipment and supplies
- Track and check payroll for accuracy
- Manage cleaning personnel, schedule and supervise extra cleaning services

### **Program Supervision**

- Ensure that periodic class newsletters are given to parents
- Lead parent orientations in May for new parents and August for all parents
- Conduct weekly staff meetings and keep teachers informed of current program information
- Ensure that teachers complete required number of outside training hours annually
- Evaluate and observe teachers twice per year
- Train new teachers and employees
- Work with Personnel Chair to prepare staff contracts
- Ensure all parents who will co-op have undergone required background checks and training
- Process enrollment of new families and continuing families
- Maintain waiting list
- Maintain student health forms
- Coordinate annual student vision and hearing screening
- Supervise implementation of licensing and safety procedures
- Ensure that teachers document their program curriculum and classroom inventories
- Maintain staff records
- Provide support for teachers
- Maintain a visible presence to staff, students, Co-op families, and Northaven UMC

### **Preferred Education and Experience**

- At least a Bachelor's degree in Early Childhood Education, Child Development, Elementary Education, or other related field
- College-level coursework in administration, leadership, and management
- Several years of experience working in a preschool setting
- Previous experience working in a licensed child care center in Texas
- Previous experience with NAEYC accreditation process
- Experience in school/program administration

### **Required Skills**

- Excellent communication skills
- Strong organizational skills
- Ability to understand, manage, and embrace the benefits and complexities of a co-operative preschool program
- Ability to establish and maintain good interpersonal relationships with parents, children, and staff
- Ability to multitask, problem solve, and promote positive working environment
- Proficiency in Microsoft Office including but not limited to, Word, Excel, and PowerPoint

If you are interested, please send resume and salary requirements to [northavencoophiring@gmail.com](mailto:northavencoophiring@gmail.com).