



NORTHSIDE PRESCHOOL DIRECTOR

DESCRIPTION OF ROLE

Reports To: Preschool Board and Pastor of Northside Kids

The Preschool Director provides spiritual, educational, and operational leadership for the preschool ministry of Northside Community Church. This role oversees daily operations, staff development, enrollment, curriculum implementation, family engagement, and financial administration while fostering a Christ-centered, nurturing environment where children, families, and staff feel seen, valued, and supported.

KEY RESPONSIBILITIES

LEADERSHIP & CULTURE

- Lead with integrity, servant leadership, professionalism, and Christ-like character.
- Foster a welcoming, faith-centered school culture for children, families, staff, and church partners.
- Build strong relationships through effective communication, collaboration, encouragement, and conflict resolution.
- Maintain confidentiality regarding children, families, and staff matters.
- Support and mentor staff spiritually through prayer, encouragement, and biblical guidance.

OPERATIONS & ADMINISTRATION

- Oversee all daily preschool operations, safety procedures, scheduling, and licensing compliance.
- Manage enrollment, waitlists, student records, and communication through Brightwheel.
- Coordinate yearly calendars, summer camps, special events, chapel schedules, and classroom assignments.
- Maintain accurate records, inventory, supplies, and operational systems.
- Coordinate building needs and shared facility use with church leadership and facilities staff.
- Maintain communication platforms, newsletters, and website updates.

STAFF SUPERVISION & DEVELOPMENT

- Recruit, hire, onboard, train, supervise, and evaluate preschool staff and substitute teachers.
- Conduct classroom observations, provide coaching, and support teacher development.
- Facilitate staff meetings, devotions, professional development, and team-building opportunities.
- Ensure staff maintain required certifications and continuing education requirements.
- Promote a healthy, collaborative work environment focused on teamwork and open communication.



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CURRICULUM & EDUCATIONAL OVERSIGHT

- Collaborate with the Curriculum Coordinator and teaching staff to implement developmentally appropriate, play-based curriculum.
- Support lesson planning that integrates academic readiness, social-emotional learning, and biblical values.
- Coordinate curriculum resources including Letterland, Heggerty, Second Step, and faith-based programming.
- Oversee chapel programming, monthly curriculum maps, and classroom educational materials.
- Support teachers in addressing developmental, behavioral, and learning needs.

FINANCIAL MANAGEMENT

- Collaborate with the Treasurer and Preschool Board to manage budgets and financial reporting.
- Process payroll, tuition billing, payment tracking, and PTO records.
- Address delinquent accounts and coordinate tuition assistance when needed.
- Maintain financial records, receipts, reports, and banking transactions.
- Support fundraising efforts and preschool marketing initiatives.

FAMILY & COMMUNITY ENGAGEMENT

- Serve as the primary point of contact for families, prospective parents, and community partners.
- Conduct tours, orientations, conferences, and ongoing family communication.
- Create a welcoming environment during arrival and dismissal.
- Coordinate student support services with outside agencies and educational specialists.
- Partner with church leadership and the POP Committee to strengthen community engagement and events.

HEALTH & SAFETY

- Ensure all health, safety, supervision, and emergency procedures are consistently followed.
- Monitor classroom ratios, cleanliness standards, and child supervision practices.
- Promote a safe, healthy environment for children, staff, and families.

QUALIFICATIONS

- Experience in early childhood education and preschool leadership preferred.
- Strong leadership, organizational, communication, and interpersonal skills.
- Knowledge of child development and developmentally appropriate practices.
- Experience with budgeting, enrollment systems, and staff supervision preferred.



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QUALIFICATIONS [CONT.]

- Ability to multitask and maintain professionalism in a fast-paced environment.
- Commitment to fostering a Christ-centered learning community.

CORE VALUES

The Preschool Director is expected to model:

- Servant Leadership
- Christ-like Compassion
- Professional Excellence
- Respectful Communication
- Team Collaboration
- Child-Centered Care
- Spiritual Encouragement and Support