
HILLSPRING CHURCH PRESCHOOL DIRECTOR

Position Contact Information:

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Position Summary: The Preschool Director / Day School Director is responsible for the oversight of the day to day operations of the KidSpring Preschool Ministries of HillSpring Church (typically ages birth to 5 years of age). This position also includes other tasks necessary to make sure HillSpring Church Preschool Ministries and HillSpring Kids Dayschool run with excellence and dedication to loving kids and families.

Minimum Qualifications:

- Minimum of an Associates Degree in fields related to Education, Early Childhood Development, and/ or Family Studies. (Preferred but not required.)
- Experience coordinating teams and managing staff.
- Leadership Skills.
- Experience with structuring lesson plans and curriculum for appropriate age groups.

Responsibilities and Essential Functions: HillSpring Preschool Director will:

- Lead and develop the Preschool Ministry team for HillSpring Church
 - Manage teachers and aides for HillSpring Kid's Dayschool
 - Responsible for recruiting and training volunteers in both the preschool ministry team at HillSpring Church, as well as the staff members of the HillSpring Kid's Dayschool
 - Responsible to schedule volunteers and necessary workers for weekly activities, services, events, and any church activity for ages birth to 5 years of age.
 - Financial administration of receipts and income for the HillSpring Kid's Dayschool
 - The HillSpring Kid's director works directly with the financial office of HillSpring Church in regards to financial issues
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- Responsible for communication and maintaining good relationships with parents and families of HillSpring Church Preschool Ministry Team and HillSpring Kid's Dayschool Program.
 - Provide and maintain supplies for both the Preschool Ministry Team and the HillSpring Kid's Dayschool Program.
 - Oversee curriculum and learning development for HillSpring Church Preschool Ministry and HillSpring Kid's Dayschool Program.
 - Ensure a safe environment for all HillSpring Preschool Ministry and HillSpring Kid's Dayschool kids ages birth to 5 years of age.
 - Ensure all volunteers, teachers, aides, and any other workers in both HillSpring Church Preschool Ministry and HillSpring Kid's Dayschool have been properly screened, background checked, and approved for service with children at HillSpring Church.
 - Any other tasks necessary to make sure HillSpring Church Preschool Ministries and HillSpring Kid's Dayschool run with excellence and dedication to loving kids and families.

Skills Required

- Ability to utilize technology and communication avenues.
 - Knowledge and understanding of early childhood development and learning.
 - Ability to motivate and inspire children in the programs and adults serving in the programs.
 - A positive attitude, good rapport with children and parents, flexibility, and the desire to help children develop a basic understanding of the love that Jesus has for them.
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