

Weekday Kids Director:

Brief Description: The Weekday Kids Preschool Director is responsible for all aspects of establishing and operating the preschool program for children ages 15 months through pre-kindergarten (5 years) with oversight of the Summer Day Camp for children ages 5-11. This includes the leadership of marketing and advertisement, staff recruitment, child enrollment processes, curriculum development, classroom management, staff development and preschool budget.

Supervises: Preschool Teachers and Assistants; Summer Day Camp Counselors and Teachers

Job Goals: To work with parents, staff and children to create a Christ centered environment where children thrive and families feel welcome. To manage enrollment, hire staff, carry out daily activities within the program that will maintain and further the program.

Qualifications: The successful individual will be a strong leader with a solid work ethic, possess a passion for teaching children, outgoing personality to work with families and be able to multi-task the management of personal life and a professional life of an administrator.

1. NC Early Childhood Administration Credential or its equivalent (The equivalent must have ONE of the following:

A) two years of full-time child care experience in a child care center or early childhood work experience

B) an undergraduate, graduate, or associate degree, with at least 12 semester hours in child development, child psychology, early childhood education or a directly related field

C) a Child Development Associate Credential D) completion of a community college curriculum program in the area of child care or early childhood E) one year of full-time verifiable child care or early childhood work experience and a North Carolina Early Childhood Credential

2. Strong background in the field of education.

3. CPR/First Aid certification is required.

Salary: To Be Determined; beginning at \$15/hr

Term of Employment:

1. Preschool Director: Approximately 25 hours per week Aug-May; 10 hours per month June-July
2. Summer Camp Director duties to be determined

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L. Michelle Kelly

Children's Ministry Director
Trinity of Fairview

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