

Early Childhood Director Duties:

- Creating and distributing a weekly newsletter.
- Creating and distributing a yearly and monthly calendar.
- Lesson and class prep for 2 different classes. Research and order new curriculum as needed.
- Teach students in 2 different classes for 3 hours per class, 4 days each week
- Remaining in contact with parents as often as needed and posting in our Seesaw app to ensure everyone is up to date on the happenings of our preschool
- Complete thank you notes to people who donate items or their time
- Ensuring monthly tuition is complete. This includes but is not limited to: tracking tuition payments for all students, filling out reminders as needed, completing deposit slips, ensuring money is deposited, and managing scholarship paperwork.
- Ordering needed items for the classroom via online or shopping for items as needed in town
- Setting up people to come visit the classroom as often as possible (examples-Nature Center, Dentist, Doctor, Farmer, etc.).
- Put together a monthly council report and attending the meeting each month.
- Put together a monthly preschool board report and attending the meeting each month.
- Ensuring all state required paperwork is in order. This includes but is not limited to: bi-annually QRS application, bi-annually ECERS evaluation and application, radon tests, fire inspection, DHHS state inspection, CCR&R visits, nurse consultant visits, etc.
- Ensuring all staff and student paperwork is current and up to date at all times and when it is not reaching out to the appropriate people to get everything completed and on file. This includes but is not limited to: CPR, First Aid, Fingerprints, back ground checks, Mandatory Reporter, etc.
- Planning and execution of classroom changes for various centers as often as needed.
- Contacting various people for field trip opportunities. Including but not limited to: creating permission slips, collecting & keeping track of payments, coordinating all details of the field trip.
- All planning and execution of at least 6 additional preschool events (Open House, Mom's Day/Night, Dad's Day/Night, Grandparent's Day, Christmas program, graduation program).
- All planning and execution of at least 4 fundraisers each school year.
- Researching and signing up for professional developments for all preschool staff.
- Researching and execution of grants.
- Finding a replacement when a staff member is gone/sick.
- Executing all marketing for the preschool for events taking place such as Open House and Registration. Fielding questions about the program, giving tours of the facility, completing and tracking pre-registration forms and payments.
- Conducting parent/teacher conferences twice per year.
- Making yourself available as needed for preschool tours, creating needed forms for registration, putting together registration packets and mailing them to the incoming students.
- Scheduling and conducting home visits prior to each school year.
- Complete beginning and end of year classroom clean up as well as setting up deep cleaning as needed.