Position Title: Preschool Director - Lead Teacher.
Reports to: Executive Director.
Type: Salary.
Benefits: Health Insurance and Vacations.

Applications are due at ASAP. To apply, please send a resume and cover letter to vazquez@elconciliokzoo.org

Position Summary:

La Escuelita Nuevo Horizonte is seeking an energetic, passionate, and motivated individual to serve as the program’s Preschool Director/Lead Teacher. The individual will be responsible for managing and implementing a high-quality preschool program for 3-year-old children.

Responsibilities:

Preschool Director:

• Provide direct oversight of the La Escuelita Nuevo Horizonte
• Develop and implement policies and procedures in compliance with LARA Licensing and Great Start to Quality requirements.
• Supervise staff.
• Effectively engage with parents.
• Recruit and enroll 3-year-olds.
• Attend required meetings.

Lead Teacher:

• Implement the curriculum with fidelity.
• Provide age-appropriate learning experiences in a safe, nurturing and engaging classroom setting.
• Develop lesson plans in collaboration with the preschool classroom assistant and aide.
• Screen and assess children using tools aligned with the program/curriculum.
• Use student/program data to improve the classroom learning environment.
• Develop individual growth and development plans for children.
• Communicate with parents on an ongoing basis.
• Work cooperatively and collaboratively with classroom assistant, classroom aide, and other support staff assigned to work in the program.
• Attend professional development workshops and complete 24 hours of required training per year.

**Qualifications, Qualities and Experience:**

• Bachelor’s degree in early childhood education or child development or child-related field, including two semester hours of child care administration.
• CPR and First Aid certified or willing to obtain certification.
• Ability to pass various background checks as required.
• Ability to supervise others.
• Ability to develop age-appropriate and engaging lesson plans aligned with the curriculum.
• Ability to use technology.
• Experience with Microsoft Windows, Office, internet/email, and standard office equipment
• Communicates effectively both orally and in writing with a broad range of stakeholders.