



930 Lake St, KALAMAZOO MI, 49001 | TEL: (269) 385-6279 | FAX: (269) 385-2803 |
Website: www.elconciliokzoo.org

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.