

# Preschool Director

## St. Andrew's Preschool, San Bruno, CA

[St. Andrew's Preschool](#), nestled next to San Bruno City Park, is searching for a passionate, experienced Director to begin August 28, 2023 under the mentorship of our beloved outgoing Director, and take on the full role of Director starting on November 1, 2023. The Preschool Director is responsible for the success of the preschool. The Director ensures there is a caring and safe learning environment for the children, and leads the staff in promoting the physical, social, emotional, and spiritual development of children, ages two through five.

St. Andrew's Preschool was founded in 1964 by the former St. Andrew's Episcopal Church, and enjoys a collaborative relationship with the staff and members of [SEA Episcopal Church](#). At St. Andrew's Preschool we believe that each child is special and unique. Each child deserves to feel good about themselves. Our well-rounded curriculum creates opportunities for every child to accomplish this.

### Submission Requirements

- Resume and Transcripts
- Cover Letter
- 3 - 4 Professional References
- Submit all materials via email to: [saintandysdirector@gmail.com](mailto:saintandysdirector@gmail.com)
- Deadline: ASAP

### Job Description

#### Qualifications

- Experience as a preschool teacher
- Site Supervisor or Program Director Permit
- Experience as a Preschool Director (2+ years preferred)
- Relevant education in Early Childhood Education and/or Child Development

### Responsibilities

#### Administrative

- Assure compliance with applicable state and county codes and regulations.
- Comply with State Licensing Child Care regulations including completing appropriate paperwork.

- Establish policies on admission, attendance, and fees.
- Prepare monthly written reports on the status of the program for the Vicar and the Bishop's Committee.
- Communicate with parents by email, phone, parent portal, formal and informal meetings, and newsletters.
- Solicit information periodically from families to determine satisfaction and improve the program.
- Prepare and maintain the St. Andrew's Preschool Parent Handbook containing procedures and policies.
- Participate in professional development workshops, classes, and organizations.
- Maintain a variety of records, including registrations, permission slips, accident reports, medical records, etc.
- Perform a variety of miscellaneous duties, such as answering the phone, running errands, picking up supplies, conducting activities, and helping set-up for events.
- Present a monthly preschool report to the Vicar and the Church Board (Bishop's Committee).
- Perform related duties as required by the Vicar of SEA Episcopal Church.
- Proficient in Excel, Publisher, and Procare.

### **Supervision and Personnel**

- Recruit, select, and hire staff to run the preschool program in compliance with state regulations.
- Supervise and formally evaluate all preschool staff.
- Plan and provide staff development opportunities and training.
- Hold staff meetings monthly or as needed.
- Manage payroll and other Human Resources responsibilities.

### **Curriculum and Instruction**

- Collaborate with teachers to plan instructional activities and lessons which promote developmentally appropriate student learning.
- Oversee and formally evaluate the curriculum and the instruction of the staff.
- Teach, educate, and monitor children as needed.
- Order and maintain preschool supplies.

### **Facilities and Safety**

- Monitor the safety of students, staff, and facilities.
- Regularly inspect equipment and play areas to ensure safety and cleanliness.
- Procure and use all required safety equipment and train staff on its use.
- Review safety issues at each staff meeting.
- Ensure that all staff members are CPR and First Aid certified.
- Monitor work of the janitorial service, providing feedback as needed.
- Work with church leaders to maintain the physical plant and all relevant safety procedures.

## **Financial**

- With the Vicar, preschool treasurer, and church treasurer, develop and maintain an annual budget.
- Keep and maintain financial records of tuitions, petty cash, and fundraising monies.
- Prepare financial statements on a monthly basis and present them to the bookkeeper, Vicar, and Bishop's Committee.
- Oversee fundraisers.

## **Marketing and Development**

- Promote, market, and advertise a positive image of the preschool.
- Maintain the preschool website and social media presence.
- Oversee appointment of members of the Preschool Advisory Board.
- Apply for grants, as needed.

**Starting Salary:** \$68,000 to \$78,000, commensurate with education and experience.

## **Generous benefits include:**

- Medical and Dental Benefits for employee and eligible dependents
- Paid Vacation/Sick Leave
- Retirement Plan
- Wellness Care
- Disability Insurance
- Life Insurance