

Preschool Director/Administrator

Congregational Preschool
La Crosse, WI

Position Summary

Congregational Preschool seeks applicants for the position of Preschool Director/Administrator for 30 hours per week during the school year and limited, flexible hours during the summer when school is not in session. The Preschool Director/Administrator's role is to lead Congregational Preschool in the achievement of its educational philosophy and to be responsible for the operation of the preschool, for compliance with regulations, and for communication with the preschool staff, parents and Board of Directors. Congregational Preschool is an Equal Opportunity Employer (EOE).

School Background

Congregational Preschool is a state-licensed, secular, non-profit preschool in La Crosse, Wisconsin. Congregational Preschool opened in 1962 with the philosophy of providing young children an inclusive environment that nurtures the varied experiences, natural curiosity, and abundant creativity inherent in every child. Our teachers are dedicated to enhancing our preschoolers' cognitive, linguistic, social, emotional, physical and creative development through integral learning experiences.

Job Responsibilities and Duties

- Cultivate a positive professional relationship with the preschool staff and among the staff members. Facilitate monthly staff meetings and be accessible to assist in conflict resolution when needed.
- Maintain consistent communication with parents through a monthly parent newsletter and engage in conversations regarding the progress and needs of their children.
- Provide strategic vision and direction for the school, including the marketing of an inclusive preschool setting for continued growth.
- Promote the preschool in the community and acquaint parents of prospective students with the legacy of the program, and its purpose and philosophy.
- Coordinate annual registration for the following school year.
- Provide experience and knowledge of the required care, supervision, and developmentally appropriate instruction that is essential for young children. Responsible for ensuring age-appropriate curriculum is being taught in all classrooms.
- Provide ongoing training and support to all preschool staff by conducting training and providing feedback through classroom observations.
- Ensure compliance with and continue to work with the School District of La Crosse with regard to the 4K program contracted between the preschool and the SDLC.
- Maintaining positive relationships with community partners such as the Parenting Place, WIShares and the school district to meet the needs of children and families.

- Collaborating to develop children's independent education plans (IEP), special services (speech and OT), financial assistance, and resources for children (supplies, tools and training).
- Ability to create, enhance, and maintain the preschool's policies and programs. Accountable for the general supervision of the Preschool and for the establishment of policies concerning its operations.
- Engage in a collaborative working relationship with the Preschool Board of Directors and attend monthly board meetings.
- Coordinate and perform human resource functions in coordination with the Preschool Board of Directors including recruiting, training, directing, evaluating, and terminating staff.
- In conjunction with an accounting firm, develop and maintain the financial integrity of the preschool, including financial records, the annual budget, taxes, and payroll. Organize and maintain the financial records for the preschool and submit financial reports to the Preschool Board of Directors when requested.
- Develop and maintain positive relationships with members of First Congregational Church and follow appropriate steps outlined in the contract with the church when necessary.

Required Qualifications

- Bachelor's Degree in Early Childhood Education, Child Development, or related field.
- Meet applicable director and administrator training and education requirements of the DCF 251- WI Licensing Rules for Group Child Care Centers. Must be at Level 12 or higher in the WI Registry.
- Knowledge and understanding of WI Licensing Rules DCF 251, Wisconsin Model Early Learning Standards, as well as YoungStar program standards.
- General knowledge of applicable federal, state and local laws regarding employment practices.
- Ability to recognize and maintain confidentiality as appropriate, detailed in the Family Educational Rights and Privacy Act (FERPA).
- Complete "Abusive Head Trauma Prevention" and hold current Adult and Pediatric CPR and First Aid Certifications. (Can be completed after being hired).
- Proficient in computer and technology usage, including Microsoft Office applications (Word, Excel, PowerPoint, etc.) and/or Google Suite applications (Docs, Sheets, Slides, etc.)
- Ability to handle challenging behaviors in an effective and gentle way. Creativity and kindness are a must when coming up with strategies to help children be their best self.
- Completion of a background check upon hiring.

Preferred Qualifications

- Master's Degree in Education or college level coursework in administration.
- Level 14 or higher in the WI Registry.

- A minimum of one-year experience as a Preschool Director, or management experience in a licensed daycare or preschool preferred, or five years as a preschool teacher or lead daycare teacher.

Apply

The application deadline is **Monday, March 22nd**. Please email your resume and contact information for 3 professional references (name, email, phone number, and relationship to you) to congregationalpreschool@gmail.com