**Stepping Stones Preschool**

**Job Description**

**TITLE**: Preschool Director/Lead Teacher

**RESPONSIBLE TO**: Board of Directors

**GENERAL DESCRIPTION**: Provide educational opportunities for preschool children. Direct the overall operation of Stepping Stones Preschool.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

1. Serve as an ex-officio member of the Board of Directors

2. Serve as a liaison to the President of the Board of Directors on all relevant school issues.

3. Develop, present and evaluate an appropriate early childhood curriculum.

4. Maintain individual and class files and chart performance objectives.

5. Order and purchase supplies and equipment.

6. Remain current on First Aid, CPR and Universal Precautions certifications

7. Assure the school’s compliance with local and state safety, health codes and guidelines as well as the Iowa City Community School District.

8. Serve as a mandatory report of child abuse.

9. Provide emergency first aid, as needed.

10. Develop and maintain effective working relations with parents; attend Parent Meetings.

11. Conduct Parent Teacher Conferences

12. Serve as a liaison with church on building care and parents on equipment repair.

13. Provide training and development for the Teacher.

14. Write a monthly newsletter for parents.

15. Pass national background check with fingerprinting.

16. Perform other related duties as assigned.

**SUPERVISION**:

1. Direct supervisor for Teacher
2. Provides guidance/instruction to parent volunteers who co-op in the classroom.

**EDUCATION, TRAINING AND EXPERIENCE**:

1. Valid Iowa Teaching Certificate with Early Childhood Degree

2. Two years administrative and program experience in an early childhood setting and/or equivalent amount of other child-related employment or education experience.

3. Attendance at state required continuing education.

4. Experience working with Iowa City Community School District and DHS desired.

**LICENSE/CERTIFICATION REQUIRED**:

1. Current First Aid, CPR and Universal Precautions certifications

2. Training in mandatory child abuse reporting

3. National background check with fingerprinting

**EQUIPMENT USED**:

1. Teaching materials and playground equipment appropriate to preschool age children

**WORK TRAITS**:

1. Enthusiasm, energy and patience.

2. Ability to communicate well with children, family members and staff.

3. Ability to make effective decisions in an autonomous environment.

**MENTAL AND PHYSICAL REQUIREMENTS**:

1. Knowledge of and the ability to implement the philosophy, principles and daily activities of the preschool.

2. Freedom from infectious and communicable diseases as indicated on an annual physical. A complete physical is required every three years.

**WORKING CONDITIONS**: The primary working environment is an indoor classroom setting with controlled temperatures. Outdoor activities of up to 30 minutes in length are conducted during the fall, winter and spring seasons (weather permitting). Regular field trips to area points of interest are also conducted.

**SALARY RANGE**: Based upon years of experience and education.

**HOURS**: Approximately 30 hours per week. Stepping Stones Preschool’s school hours are 8:30 AM- 12:30 PM (Monday, Wednesday, Friday) and 8:30 AM- 11:30 AM (Tuesday, Thursday). As an exempt employee, the hours worked are those necessary to get the job done in an exemplary fashion. As such, before and after class time work is a necessity. Occasional weekend and evening hours are also required for Board meetings, parent meetings and school events.