



CROSSROADS PRESCHOOL DIRECTOR

Job Description

OBJECTIVE

The CrossRoads Preschool Director will provide leadership to the staff, programming and daily operations of the school in order to provide an enriching, relevant and Christ-centered education to young children. The director will also monitor compliance with standards set by state and NAEYC requirements for curriculum, facilities, documentation and spending.

SCOPE

- Full-Time // Exempt (approximately 32-40 hours per week; hours may vary seasonally)
- Preschool Staff // Reports to Executive Pastor

RESPONSIBILITIES

NHC Staff

- Be a champion of NHC's vision, leadership and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Embrace any additional opportunities as assigned to contribute to NHC's ministry impact

CrossRoads Preschool

- Model school philosophy and policies to staff, children and their families
- Partner in leadership with CrossRoads Assistant Director
- Set and monitor school goals, calendar, enrollment and attendance in order to grow the program and create long-term plans
- Maintain and build a highly qualified teaching staff through hiring, supervising, training and fostering professional growth that is God-honoring and child-centered
- Select and approve all curriculum materials, special events and field trips prior to their use in order to ensure alignment with biblical truth, safety, health and academic regulations
- Represent New Hope Church and the CrossRoads program to prospective and current families as well as community members
- Leverage technology to improve connections with parents and enhance efficiency for the school
- Assure compliance with health, safety and licensing regulations through documentation and annual review participation
- Create and steward an operating budget that is compliant with New Hope Church procedures and NAEYC requirements including but not limited to quarterly reconciliation, expense statements and annual audit
- Join in local networks of early childhood programs and staff in order to receive professional updates, training and relevant early childhood education information
- Serve on NHC Children's & Family Ministries staff, bridging CrossRoads to broader NHC ministries

PROFILE OF PREFERENCE

- Growing relationship with Jesus and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Genuine love for children and ability to relate to families
- High relational savvy and emotional intelligence
- Exceptional wisdom, discernment and culturally responsive leadership
- High integrity and confidentiality

QUALIFICATIONS

- Bachelor's degree including or in addition to:
 - At least 9 credit-bearing hours of specialized college-level course work in administration, leadership, or management
 - At least 24 credit-bearing hours of specialized [college-level course work](#) in early childhood education, child development, elementary education or early childhood special education that addresses child development and learning from birth through kindergarten
- In the absence of the above qualifications, the following may qualify a candidate for consideration:
 - Documents indicating a plan in place to meet the above qualifications within five years
 - Documents meeting an appropriate combination of formal education, work experience, and relevant training and credentials as outlined in the NAEYC alternative pathways table