



Qualifications and Credentials

- Adherence to the Christ Classical Academy Statement of Faith and regular attendance at a local church attested to be a pastor reference.
- Bachelor's degree or higher in Early Childhood Education or a related field.
- A Director Credential issued by the Florida Department of Children and Families and a VPK Endorsement. An applicant need not possess these credentials prior to application but must be able to earn them by 1 August 2024. Requirements for credentialing are available [here](#).

Duties and Responsibilities

- Oversee the daily operation of the preschool.
- Manage preschool staff in collaboration with the Head of School.
- Create policies and develop curriculum which meets both state requirements and the mission and vision of Christ Classical Academy.
- Ensure that the preschool property is well-maintained in collaboration with the Assistant Head of School.
- Prepare annual preschool budget in collaboration with the finance team.
- Schedule training for the staff in accordance with DCF regulation.
- Facilitate positive relations among Preschool staff, parents, and the broader Christ Classical community.
- Maintain attendance policy and records, and provide reports to appropriate regulative bodies.
- Oversee and assist the preschool staff in administering, planning, and evaluating activities and lesson plans that promote developmentally-appropriate learning.
- Plan, organize, coordinate, and promote professional development, training, and staff meetings.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development.
- Provide day-to-day leadership and work with staff to ensure high performance and to promote positive relationships among preschool faculty.
- Conduct preschool staff performance evaluations, and review them with the Head of School.
- Arrange for substitute teachers for the preschool staff, and serve as a substitute as needed.
- Collaborate with the head of school in recruiting and hiring preschool staff.
- Administer day-to-day preschool operations including determination of schedules, assignment of preschool staff responsibilities, and utilization of classroom and office space and resources.
- Ensure compliance with licensing requirements of the DCF and all other applicable county, state, and federal regulations.
- Serve as the primary point of contact with all governmental and regulatory bodies in connection with the preschool.
- Plan and implement health and safety programs including taking appropriate precautions, preparing emergency procedures, and maintaining facility and equipment safety.
- Collaborate with the admissions director and office manager on admissions procedures.
- Maintain full and complete records pertaining to the administration and operation of the preschool.
- Develop a strong rapport with the wider Christ Classical community by attending meetings, presenting periodic reports to the head of school, and responding to requests for information.



- Communicate effectively with preschool parents and staff, prospective families, and Christ Classical administrative staff to promote understanding and support of the preschool's ministry and its role in fulfilling the mission and vision of Christ Classical Academy.
- Support the Christ Classical Academy Mission and Vision, and communicate it regularly to parents of preschool students.
- Collaborate with Head of School, Admissions Director, Grammar and Logic School Directors in creating a collegial and coherent culture across the various divisions of the school.