Forty Carrots Family Center

PRESCHOOL DIRECTOR

The Preschool Director is responsible for providing overall direction and oversite of the Forty Carrots Preschool through upholding Forty Carrots' exceptional standards, ensuring full enrollment and effective program administration, providing leadership and support to preschool educators and staff, and maintaining quality relationships with parents and community stakeholders. The Preschool Director is expected to be a passionate advocate of young children and to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with children, families, and staff as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Employee Handbook and Policies & Procedures Manual. This full-time leadership position reports to the Chief Program Officer.

Specific responsibilities include:

1. Responsible for the successful day-to-day operation of the Forty Carrots Preschool in accordance with the requirements and standards set forth by the Florida Department of Children and Families (DCF), Florida Department of Health (DOH), and the National Association for the Education of Young Children (NAEYC). Maintains ongoing compliance with NAEYC accreditation and leads in the reaccreditation process. Manages Summer Florida Voluntary Prekindergarten (VPK) and Summer Camp programs.

2. Responsible for leadership and supervision of all preschool educators and staff. Participates in recruitment and hiring of new teachers. Provides training, mentoring and performance management. Plans and coordinates professional development and conferences. Facilitates meaningful staff meetings and communicates pertinent program information. Serves as a resource for curriculum planning, classroom management, child development, and parent communications. Reviews external communications including lesson plans, newsletters, and daily classroom reports. Coordinates schedules and classroom coverage. Ensures that HR receives staff paperwork necessary for personnel files.

3. Responsible for developing and maintaining positive relationships with parents. Updates the Family Handbook and required forms as needed. Oversees correspondence to all Preschool families. Addresses parents at Back-to-School Night, Graduation, and other events. Documents and responds promptly and effectively to parent concerns. Provides support and encourages parents to advocate for their children when a referral for additional services is made.

4. Oversees new student admissions process; provides information and conducts tours with prospective families. Maintains individual student files in accordance with the established requirements.

5. Responsible for the design, implementation, and assessment of curriculum ensuring developmentally appropriate practices and play-based activities that focus on the whole child. Oversees collection and reporting of outcomes and output data. Coordinates program evaluations by staff/parents.

6. Works with Finance staff to develop, oversee, and monitor the annual program budget. Oversees the purchasing of supplies and ensures necessary teaching resources are available for classroom activities. Maintains daily classroom presence and supports activities as needed. Coordinates school-wide events and assemblies.

7. Works in concert with the CFO to evaluate and make recommendations regarding tuition and fees. Collaborates with Development/Finance staff to explore and build diverse revenue sources to support the Preschool. Provides information and/or compiles reports as required by applicable grants.

8. Maintains up-to-date knowledge of regulatory requirements and industry standards and best practices. Researches and makes recommendations for new policies and procedures that support the strategic mission of Forty Carrots.

9. Contributes as a member of the Management Team. Provides regular updates to the Chief Program Officer and participates in cross-departmental initiatives. Works closely with other program directors and administrative staff.

10. Collaborates with Marketing and Communications for all public messaging such as media interviews, social media updates, and promotional materials/activities. Represents and promotes Forty Carrots Family Center throughout the local and academic communities through professional networking. Associates with early education and early literacy committees in Sarasota County and cultivates relationships with referral sources and partnering organizations.

FLSA Status: Exempt from overtime

Minimum Qualifications:

This position requires a minimum of a bachelor's degree in early childhood education or related field plus three (3) years of relevant leadership experience with a proven record of professional growth. A master's degree is preferred. Florida DCF Early Childhood Training must be completed within 90 days of hire. Pursuant to Section 402.305(2)(f), F.S., a Director Credential is required. In addition, the incumbent must also possess a VPK Director Endorsement consistent with section 1002.55(3)(g), F.S., and Rule 6M-8.610 of the Florida Administrative Code. Certification in Pediatric First Aid and CPR may be required.

Physical Demands of the Job:

The job of Preschool Director requires manual dexterity and the ability to: see, hear, speak, move and react quickly, sit comfortably on the floor, walk, stand, balance and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.