



# Islamic Services Foundation

## Job Description

**Job Title:** Director of Preschool – LHA

**Reports to:**

**Department:** Academic

**Position Type:** Full-Time – Exempt

**Work Hours:** 7:30 – 4:30 (M – F)

### Job Summary:

The Director of Preschool is responsible for directing and managing the overall Little Horizons Academy programs. The position is responsible for leadership and direction of the preschool staff, design of the program plans, oversees the daily activities, prepares and administers the preschool's budget. The budgetary responsibility includes before and after-school care. The Director is responsible for the standards of compliance, school and state policies and effective operation of all Little Horizons Academy's activities.

### Responsibilities and Duties:

- Overall responsibility for directing and overseeing all aspects of preschool including:
  - Health and safety
  - Enrollment
  - Financial wellness
  - Recruitment, Selection, On boarding and retention strategies
  - Staff Training
  - Campus management
  - Delivery of high-quality education and child care
- Oversee and ensure accurate and timely submission of all required reports to Board and all governing entities.
- Ensure excellent service experience by maintaining strong relationships with LHA families and staff.
- Oversee LHA budgetary process including forecasting and financial transactions.
- Oversee licensing requirements.
- Oversight of human resources function.
- Ensure continuous compliance through the development of written policies and procedures and training.
- Develop strategies that cultivate and maintain a safe and enjoyable culture in a fast-paced working environment.
- Develop strategies there's succession planning and career growth for staff.

### Required Skills and Abilities:

- Comprehensive knowledge of Texas state licensing requirements and regulations.
- Comprehensive knowledge of budgetary processes and management.
- Knowledge of student enrollment processes.



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- Excellent leadership skills.
- Excellent organizational skills.
- Knowledge of quality assurance guidelines and facility management.
- Excellent communication skills both written and verbal.
- Demonstrated ability to work with diverse parent, student and community groups; and to build strong relationships..
- Demonstrated ability to work in a fast-paced environment with frequent interruptions.
- Demonstrated ability to maintain emotional control under stress.
- Strong interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstrated leadership track record regarding managing, hiring and developing staff.

## **Education and Experience:**

- Bachelor's Degree in Early Childhood Education, Primary Education, or related field, required.
- Possession of state teaching license, required.
- At least 1-3 years of excellent experience in teaching and leading at a licensed preschool program.
- Demonstrated excellent leadership, organizational skills, and ability to motivate people.
- Demonstrated integrity, good moral character and initiative.
- Maintains CPR and First Aid certification, required.

## **Physical Requirement:**

- Prolong periods sitting using and using a computer.
- Periods of standing; occasional bending/stooping, pushing/pulling, and twisting
- Occasional physical restraint of students to control behavior.