

Preschool Director



Burlington Parks & Recreation Department is looking to hire a qualified, part-time Preschool Director. This person will oversee the daily operations and administration of our preschool programs. The preferred candidate will be experienced in the preschool setting. The Preschool Director's responsibilities include recruitment of staff, developing program curriculum, evaluation of program and communication with role players.

Essential Duties

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Under the direction of the Burlington Parks & Recreation Department's administrative staff plans, organizes, schedules, coordinates and supervises community based recreation programming for children ages 3 - 6. Responsibilities include:

- Developing and implementing curriculum for all preschool programs
- Purchasing and inventorying program equipment and supplies
- Facilitate positive relations among staff, parents/guardians, and the department
- Managing and overseeing the performance of staff and/or volunteers
- Staff recruitment and recommendations for selection when vacancies occur
- Performs similar or related work as required, or as situation dictates

Supervision

Works under the general direction of the Burlington Parks & Recreation Department's administrative staff. Performs functions that require the exercise of independent judgment and initiative in designated areas of program development and administration.

Supervisory Responsibility

Supervise program staff and/or volunteers. Under the general direction of Burlington Parks & Recreation's administrative staff, oversees, monitors the implementation of preschool programs.

Work Environment

Some work is performed under typical office conditions with regular interruptions from the general public. Work is often conducted outdoors with exposure to various weather conditions. Employee utilizes typical office equipment and department's online registration program

Employee has contact with the general public, other town agencies, and outside agencies to plan events

Recommended Minimum Qualifications

Education, Training and Experience

- Experience in a preschool setting preferably in a municipal setting; or an equivalent combination of education and experience.
- Minimum of 3 years' classroom experience.
- Strong leadership and administrative skills.
- Love for children and passion for teaching.

Physical and Mental Requirements

- Minimal physical effort generally required for work performed in the office.
- Moderate to strenuous effort required periodically in the field; may be required to lift equipment weighing up to 60 pounds.
- Frequently required to spend several hours standing, walking, reaching with arms.
- Excellent eye sight (sharp close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.
- The work requires the physical agility and mental acuity to perform administrative office work as well as site work which may be performed outdoors.
- Must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech and, at times, with a raised voice to be heard in large and/or noisy areas.

Special Requirements

- Degree in education (preferred)
- Certification in CPR and First Aid (preferred)

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.