**Preschool Director Position**

**POSITION: Director/Lead Teacher**

**Fairmont Presbyterian Church Preschool**

**GENERAL INFORMATION: This position will be 5 hours/day, 4days/week (M-T-W-F) August-May, for the 2018-2019 school year. The primary responsibility will be to provide supervision for the preschool operation, including curriculum and staff development as well as teaching daily classes.**

**MAJOR RESPONSIBILITIES:**

1. **To plan and lead the execution of a quality preschool curriculum.**
2. **To maintain compliance with Ohio Department of Job and Family Services and be responsible for the daily operation of the preschool according to Chapter 5101:2-12 of the Ohio Administrative Code.**
3. **To keep all financial records.**
4. **To maintain a safe environment.**
5. **To supervise the preschool staff.**

**QUALIFICATIONS:**

1. **Applicants must possess an Associates Degree with a concentration in Early Childhood Education or a Bachelors Degree in a related field.**
2. **3 years of experience in a preschool classroom, preferred.**
3. **Certification in CPR, First Aid, Child Abuse and Communicable Disease Recognition. (If hired, we can assist you in obtaining these certifications.)**
4. **Must pass criminal background checks.**
5. **Collaborative and problem-solving skills.**

**SALARY:**

**Commensurate with experience. - Negotiable**

**APPLICATION PROCEDURE:**

1. **The job application may be found on the Fairmont Church website** [**www.fairmontchurch.org**](http://www.fairmontchurch.org/)**.**
2. **Completed applications with accompanying documents should be mailed to:**

**Rich Bowden c/o**

**Fairmont Presbyterian Church**

**3705 Far Hills Ave.**

**Kettering, OH 45429.**

1. **Qualified candidates will be contacted for an interview within 2 weeks of receiving all necessary paperwork.**