The Birchwood Montessori Academy

https://thebirchwoodacademy.com/?jobs=preschool-assistant-director-3-2-3

Preschool Supervisor

Description
The preschool supervisor is responsible for overseeing the daily operations of a preschool program, ensuring high-quality teaching and learning, and supporting the professional development of staff. They will work closely with teachers, parents, and other colleagues to create a safe, nurturing, and stimulating learning environment for young children.

Responsibilities

- Provide leadership and supervision to the teaching staff, including hiring, training, and evaluating their performance.
- Ensure compliance with state and local regulations, as well as the preschool's policies and procedures.
- Develop and implement the preschool's curriculum, in collaboration with the teaching staff, that is developmentally appropriate, culturally responsive, and reflects best practices in early childhood education.
- Observe and evaluate classroom instruction to ensure that it aligns with the preschool's curriculum, standards, and goals.
- Use data and assessments to track children's progress and identify areas for improvement in instruction and curriculum.
- Foster a positive and supportive school culture that values diversity, equity, and inclusion.
- Communicate regularly with parents, including providing updates on their child's progress and responding to concerns or questions.
- Develop and manage the preschool's budget, in collaboration with the school director, and oversee the procurement of supplies and equipment.
- Attend professional development opportunities and stay current with research and best practices in early childhood education.

Requirements:

- Bachelor's degree in early childhood education, child development, or a related field. Master's degree preferred.
- Relevant experience in a leadership role in a preschool or early childhood education setting.
- Knowledge of child development theories and best practices in early childhood education.
- Strong leadership and supervisory skills, with the ability to provide constructive feedback and support to staff.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with parents, colleagues, and community partners.
- Strong organizational and time management skills, with the ability to prioritize responsibilities and meet deadlines.
- Familiarity with state and local regulations for preschool programs, and experience with program accreditation preferred.

Hiring organization
The Birchwood Academy

Working Conditions
The preschool supervisor will work in a classroom setting, with some time spent in an office or meeting with parents or community partners. They will work a typical 8-hour workday, with occasional evening or weekend events.

Physical Demands:
The preschool supervisor will spend most of their workday on their feet, interacting with children and staff. They may need to lift and carry equipment's, and must be able to bend, kneel, and sit on the floor.

Summary
This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Date posted
October 8, 2023