



**Howell Area Parks & Recreation Authority
Preschool Director/Lead Teacher
Job Description**

Salary: Range - \$13 -\$14/hour, based on experience and qualifications – 32 hours/wk maximum depending on enrollment

Seasonal: Fall – Spring, Summers off for a maximum of 37 weeks
(Weekly breakdown of hours - 17 hours classroom time, 10 hours set up and take down, 5 hours planning)

Reports directly to the Parks & Recreation Director

Required

- Must be a graduate of an accredited college or university with an emphasis in child development of a related field, or CDA certificate in Early Childhood Development
- Must have at least three years of full-time teaching experience with young children
- Must have at least one year administrative experience
- Must be CPR certified or obtain certification within six months of hire.
- Must be First Aid certified or obtain certification within six months of hire.
- Sign a child abuse/neglect policy
- Have a criminal History Background Check through the State of Michigan Family Independence Agency.

Responsibilities

- Is responsible for overseeing the operations of the Preschool and classroom
- Plans the daily, weekly and monthly schedule according to appropriate age.
- Holds regular staff meetings
- Meets with state licensing representative and ensures that the Preschool maintains its license

- Plans the Preschool calendar according to the Howell Public Schools calendar
- Assists in hiring of staff and determining salaries
- Has the authority to cancel classes in an emergency situation and in adverse weather conditions.
- Is responsible for all correspondence for the preschool.
- Maintains the financial records for the Preschool and reports the information to the Parks & Recreation Director
- Is responsible for the purchase of supplies and the submission of approved purchases/invoices to the front office for payment
- Is responsible for the press releases to the media for program enrollment
- Is responsible for organizing field trips and securing proper funding
- Completes and files any required state and local health forms
- Notifies the Livingston County Health Department of any illnesses on a weekly basis
- Sets up hearing and vision screening with the Livingston County Health Department
- Prepares registration folders
- Organizes, collects money and distributed fundraisers
- Register for conferences and secures payment
- Attends yearly conferences
- Attends 4C's meetings
- Works with families on a one-to-one basis and holds conferences with parents when requested
- Establishes and submits the program budget to the Parks & Recreation Director
- Helps to organize orientation
- Makes presentations at Preschool Open House events
- Orders supplies
- Plans the year end graduation party and picnic
- Monthly newsletter
- Organizes, orders and distributes book orders from the book club fliers
- Builds resource library for the parents/guardians
- Prepares students for semi-yearly fire drills