

# Preschool Director

## AMAZING CREATIONS PRESCHOOL

1025 The Dalles, Sunnyvale CA

Amazing Creations Preschool (ACP) is looking for a qualified Director to join our team! Our fully-licensed Christian preschool in Sunnyvale, CA is re-launching with a completely newly-renovated facility and play yard in a beautiful neighborhood setting. Duties of the Director include ensuring the safe and effective operation of preschool children programs; hiring, training and supervision of staff; purchase of supplies, equipment, food, and other materials necessary for operation, as well as some hands-on teaching. The ideal candidate should have 5+ years experience in childcare management/administration, including Director experience, in a licensed childcare facility, and enjoy working as part of a team. Experience with starting/restarting a school is a major plus! If you have experience in this area, we'd like to meet you now! You can make a big impact as we restart the school from the ground up. You'll be assisted by a team of experienced Preschool and Daycare consultants who will collaborate to ensure your and the school's success.

Ultimately, a successful ACP Director will be managing day to day operations, and ensure a safe, loving and positive environment for ACP's 18-month to Kindergarten-aged students. As Amazing Creations Preschool prepares to re-open, activities and responsibilities will include:

- **Develop a curriculum and program:** The Director will initially work closely with ACP's consultant team and Board, and later with the center's teachers and staff, creating learning plans or programs to meet state and federal requirements and parent's expectations.
- **Oversee staff:** Staff management is a very important task of the ACP Director. They must interview, hire and train staff, making sure that all background and fingerprint checks have been conducted to comply with California licensing standards.
- **Manage facilities:** The Director must make sure that the facility is safe and well-stocked. That includes checking that safety equipment is available and working, removing hazards and ensuring the facility is always clean and orderly.
- **Create a budget:** The Child Care Director will work with ACP's consultant team and Board to create a budget; and later the Director must track the facility's finances, which includes working within a budget. ACP will provide administrative support for the processing of tuition, payroll, staff benefits, etc.
- **Market the facility:** There is much competition between daycare facilities, so the ACP Director will work with ACP's consultant team and Board to initially create a marketing plan to promote awareness of the Preschool; and later manage the ongoing promotion of the school to ensure a regular enrollment and full staff.

### **Ongoing Responsibilities:**

- You will effectively manage the day-to-day operations to ensure quality throughout the center
- Lead the hiring, training, and supervision of teachers and other staff
- Operate the center according to state licensing standards
- Stay up to date with any licensing changes or requirements
- Assist teachers with the weekly development and execution of the curriculum and program activities
- Lead the staff in the purchase of supplies, equipment, food, and other materials necessary for program operations
- Assist in managing the marketing plan necessary to maintain desired enrollment and staffing
- Ensure a safe environment for the children in our care
- Meet with parents and teachers on a regular basis to keep parents up-to-date on their child's development and progress, including discussing ways to address any learning or behavioral issues.

### **Requirements:**

- Must meet all State of California Licensing requirements for a Preschool Director.
- As the ACP Director you understand what it takes to inspire a team and build a great program.
- You are a positive influence and motivate others to be their best.
- Must be a team builder, highly organized and possess excellent customer service/communication skills.
- Flexible and energetic, with the ability to juggle multiple duties.
- Detail oriented.
- Computer proficiency including Email, Word, Excel, and ability to learn other programs quickly, is preferred.
- Minimum requirement of 5 years in early childhood education, leadership/management/admin experience preferred.
- Must pass a criminal background check, credit check and FBI check.
- Physical abilities- Must be able to bend, stoop, stand, and lift-up to 25-40 lbs
- Ability to commute/relocate: This is an in-person position in Sunnyvale, CA 94087: Must be able to reliably commute or planning to relocate before starting work (Required).
- The ACP Director needs an associate's or bachelor's degree in education or early childcare. In addition, the Director needs to have (or be able to obtain) a CPR and

first aid certification, and the required California child development site supervisor state licensure.

**Job Type:** Full-time starting late March 2024 is preferred. Option to work part-time March and April 2024, with full time starting not later than June 2024.

Salary: \$65,000-\$75,000

Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Life Insurance
- Preschool Tuition Employee Discount
- Christmas Break
- Holidays
- Sick Days
- Vacation
- 401K

Please submit a current resume and letter of interest, including your educational philosophy, to:  
[ACPdirectorsearch1@gmail.com](mailto:ACPdirectorsearch1@gmail.com)