



## **Kirk in the Hills Preschool Director**

### **Job Description:**

Kirk in the Hills Preschool is a high quality, play-based Christian program rooted and grounded in God's love. Located in Bloomfield Hills for over 30 years, we are seeking a qualified Preschool Director who has exceptional communication skills, possesses an innovative spirit and the ability to implement an age-appropriate philosophy of Christian education in a natural and meaningful way while constantly looking for opportunities to fulfill the vision of Kirk in the Hills Presbyterian Church: We envision a world where every heart experiences God's transforming love.

The responsibilities are defined as but not limited to the following:

1. Develop and implement curriculum based on the school philosophy and direction from the Kirk Preschool Board of Directors.
2. Oversee the daily operations of the preschool
3. Administration of school policies incl. admission, attendance, tuition, and educational goals.
4. Manage enrollment including preparation of all forms, scheduling of tours, and acceptance and regret letters.
5. Oversee all planning and teaching responsibilities (team approach).
6. Work closely with the leadership of the church by sharing ideas and preparing and presenting periodic reports on the state of the school.
7. Keep open and active channels of communication with teachers, parents, congregation and the community.
8. Develop and deepen relationships with other preschools in the area.
9. Continually look for innovative ways to reach out to the community in order to fulfill the mission and vision of the church and the preschool.
10. Expand programs and experiences to benefit our existing preschoolers and their families as well as attract new families.
11. Identify and schedule fundraising events with the Board of Directors & staff.
12. Maintain school website.
13. Manage financial transactions and prepare budgets.
14. Ensure facilities are well maintained.

**Qualifications and Experience:**

- Bachelor's Degree or higher in Early Childhood Education
- Current Michigan Educator License preferred
- Minimum 5 years of preschool teaching experience preferred
- Minimum 3 years of preschool director experience preferred
- Experience managing staff and volunteers
- Knowledge and understanding of licensing rules and regulations for the State of Michigan
- A creative and flexible team player
- Strong, proven leadership skills
- Outstanding planning, organizing, and business skills
- Excellent verbal and written communication skills

**Preschool Director is a ten-month position**

**To apply, please send a resume and cover letter to [hr@kirkinthehills.org](mailto:hr@kirkinthehills.org).**