

Preschool Director Job Description

Saving Grace Academy is looking for a Preschool Director to be in charge of managing all aspects of the preschool, from keeping student-to-teacher ratios appropriate to ensuring the excellence of the curriculum and organizing student enrollment. Though the work places a lot of responsibility on a preschool director, it also offers genuine gratification.

Saving Grace Academy is a ministry of New Life Assembly of God church, a person of faith, who believes/supports the churches doctrinal beliefs is required. The ideal candidate would be a warm and outgoing personality. They must love working with a team, working with children and families. The Director must have good communication skills in order to communicate with the families and staff. This person must be able to multi-task and work in a fast pace environment. The Director is responsible for the oversight of the preschool and afterschool program. Duties include but are not limited to:

- Oversight of day to day operations
- Supervise and oversee staff, professional development, reviews
- Oversee registration paperwork, files on students
- Maintain state licensing requirements
- Plan yearly program, afterschool program, summer camp program, events
- Set and follow budget
- Plan curriculum and activities with staff



WASHOE COUNTY HUMAN SERVICES AGENCY

CHILD CARE LICENSING
350 S. CENTER STREET
RENO, NEVADA 89501
PHONE: (775) 337-4470
FAX: (775) 337-4495

Child Care Center Infant - Toddler Nursery

APPLICATION FOR DIRECTOR OF: _____
Center Name

Full Legal Name: _____ Date of Birth: _____

Place of Birth: _____ Child Care Work Permit No.: _____ Expiration Date: ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Telephone: _____

Please list all relevant child care and management employment experience:

1. Employer: _____ Employer Email Address: _____

Position Held: _____ From: ____/____/____ To: ____/____/____ Hours Per Week: _____
Mo. Yr. Mo. Yr.

2. Employer: _____ Employer Email Address: _____

Position Held: _____ From: ____/____/____ To: ____/____/____ Hours Per Week: _____
Mo. Yr. Mo. Yr.

3. Employer: _____ Employer Email Address: _____

Position Held: _____ From: ____/____/____ To: ____/____/____ Hours Per Week: _____
Mo. Yr. Mo. Yr.

4. Employer: _____ Employer Email Address: _____

Position Held: _____ From: ____/____/____ To: ____/____/____ Hours Per Week: _____
Mo. Yr. Mo. Yr.

5. Employer: _____ Employer Email Address: _____

Position Held: _____ From: ____/____/____ To: ____/____/____ Hours Per Week: _____
Mo. Yr. Mo. Yr.

List four **professional** references that can verify your child care experience:

Name	Email Address	Telephone Number

Please select how you meet the education and experience requirements for a director per NRS 432A.1773. **Enclose any transcripts or qualifying certificates for verification.:**

Hold an associate degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility.

Hold an associate degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours of verifiable experience in a child care facility.

Hold a high school diploma or a general educational development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours of experience in a child care facility.

Hold a current credential as a "Child Development Associate" with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility.

Have an equivalent combination of education and experience. Please describe your experience in detail. **(If you believe you meet this criteria, please contact your Licensing Worker before submitting your application.)**

Per NRS 432A.1773, directors must have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration. Please describe your management and administrative experience. **Attach any relevant management certifications.:**

If applying for director of an infant-toddler nursery, indicate paid work experience in caring for infants and toddlers:

What makes you qualified to direct the staff and program of a child care facility?

For an application to be considered complete, transcripts of educational courses and grades or qualifying certificates must be attached, as well as a copy of valid child care work permit card or background approval memo, negative TB test results, and Nevada Registry enrollment approval.

Your signature confirms that the above information is accurate to the best of your knowledge and authorizes this Department to verify pertinent application information.

Applicant Signature: _____ Date: _____

This portion must be signed by an authorized person with the facility for the application to be processed:

Signed: _____ Title: _____

Child Care Facility: _____ Date: _____

Additional approval by WCHSA Director is required for applicants seeking approval based on a combination of education and experience.

Signed: _____ Date: _____