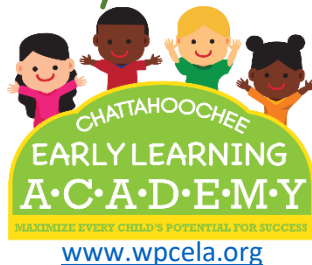


# Chattahoochee Early Learning Academy, Inc.



## **JOB DESCRIPTION: Preschool Director**

(Note: CELA employs one part-time Director and one full-time Lead Teacher.)

### Qualifications:

1. Minimum of a Bachelor's Degree in Early Childhood Education, Child Development, or related field.
2. Minimum of 3 years' classroom experience in the field of Early Childhood Development/Education.
3. Strong leadership and administrative skills.
4. Experience or education in the business or management field.
5. Excellent interpersonal and communications skills.
6. Love for children and passion for teaching.
7. No criminal record or child-related offenses.

### Performance Duties and Responsibilities:

1. Work 20 hours weekly. (Monthly salary: \$1200). At least half of all hours should be between 7:30AM and 12 noon.
2. Oversee the operations and administration of the Chattahoochee Early Learning Academy, Inc. Ensure that CELA meets the relevant standards set by the state of Georgia.
3. Supervise teachers and manage staff. Recruit new staff, as needed.
4. Participate in marketing and communication with stakeholders and potential stakeholders.
5. Research and prepare grant applications relevant to CELA.
6. Uphold the vision of the preschool with pride.
7. Determine the needs of the preschool. Report to the Board of Directors.
8. Protect the health and safety of children.
9. Manage financial transactions and assist with the preparation of budgets.
10. Oversee and approve postings to the school's website and Facebook page.
11. Schedule ongoing training of teachers, including CPR/First Aid bi-annually.
12. Oversee the monthly implementation of emergency drills, as required.

Interested applicants should submit a cover letter, application, and resume to [ChattChild@gmail.com](mailto:ChattChild@gmail.com).