

Job Posting

Preschool Director



Foothills Christian Preschool & Kindergarten

Company Information

Foothills Christian Preschool & Kindergarten (FCP&K), a ministry of Foothills Bible Church, exists to honor God and glorify Jesus by encouraging childlike faith that lasts a lifetime. We are dedicated to teaching Christian truths, as taught in the Bible and to serve families as a source of early childhood education, based on Christian principles. We are dedicated to...

- Teaching from a Biblical worldview
- Elevating our understanding of our creator God who knows and loves each of us individually
- Affirming a belief in Christ as essential to living and experiencing the fruits of the Spirit
- Offer Christ-centered, biblically based, and community minded education.

Located on a spacious campus nestled next to the foothills in Littleton, Colorado, FCP&K is a licensed childcare facility offering full- and half-day classes for children ages 2.5 through kindergarten.

Job Description

FCP&K is seeking a qualified candidate to join our faculty as the Preschool Director. The Preschool Director plays a crucial leadership role in fostering a positive and supportive learning environment for parents, students and staff. They are responsible for developing, staffing, and managing the preschool program year-round. The director will work collaboratively with teaching and support staff to provide guidance, support, and clear expectations to cultivate a safe interactive play environment for students.

Responsibilities

- Oversee daily preschool operations
- Plan and schedule curriculum
- Hire, train, and supervise preschool staff
- Supervise student registration and billing processes
- Ensure student health and safety
- Create a caring, nurturing, and welcoming environment responsive to the social, emotional, spiritual, and physical needs of children
- Communicate regularly with parents
- Manage budget and order supplies
- Ensure compliance with the Division of Child Care, Colorado Department of Human Services
- Support compliance with the Colorado Universal Pre-K Funding Program
- Maintain all necessary licensing

Requirements

- Associate degree in early childcare or education. (Bachelor degree preferred)
- CPR and First Aid certifications
- Licensed Director in early childhood education
- Minimum 5 years of experience in a teaching or childcare administrative role

Knowledge, Skills, & Abilities

- Strong leadership and interpersonal skills with both children and adults
- Organized, with a solid understanding of business and administrative processes
- Adaptable and responsive to changing situations
- Effective time management skills
- Excellent customer service skills
- Passionate about early childhood education and fostering young children's growth

Salary & Benefits

- Full time (32-36 hr/wk)
- Salary range: \$50,000 - \$55,000, based on experience and qualifications
- Comprehensive health benefits (medical and dental)
- Four weeks of paid leave
- Nine paid holidays
- 403(b) retirement plan with matching
- Employee childcare discount

Ready to join our team?

Please email your resume and cover letter to cschultz@4fbc.org

Application Deadlines: January 31, 2025