

## **ARK Arts Academy Director**

JOB TITLE:               Preschool Director

Our mission is to foster the spiritual, academic, emotional, physical, and social development of preschool-aged children through the arts in a safe, nurturing, and faith-based environment.

### **GENERAL JOB DESCRIPTION:**

We are actively seeking a qualified Preschool Director who will oversee the daily operations and administration of the ARK Arts Academy.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- \* Plan and teach age appropriate concepts and skills to preschool-aged children
- \* Oversee the daily operation of the preschool
- \* Manage staff in collaboration with the ARK Arts Academy Board
- \* Create policies and develop curricula which conform to the mission of the ARK Arts Academy
- \* Manage financial transactions and help prepare budgets
- \* Maintain all records necessary for state inspections
- \* Schedule training including CPR and First Aid for all members of the staff

### **MINOR DUTIES AND RESPONSIBILITIES:**

- \* Ensure all property is well-maintained
- \* Identify and schedule fundraising events
- \* Work flexible hours during the summer months that may include making phone calls, taking applications, giving tours, ordering supplies, and making preparations for the next school year.