

HIGHLANDS PRECIOUS GIFTS PRESCHOOL ASSISTANT DIRECTOR

www.hpgp.org/careers

Responsibilities include but are not limited to:

- Open preschool / close preschool upon request
- Routine communications and day-to-day interface with parents and teachers
- Provide “Calendar” themes each month
- Input VPK Attendance by the 3rd of each month
- Classroom Substitute for all ages, as needed
- Classroom floater, as needed
- Reception
- Process tuition billing and provides monthly financial reports to Preschool treasurer
- Develop skills in the tools and systems used in the administration of the preschool program
- Order supplies and other materials needed by the preschool
- Actively pursue the personal and professional development necessary to qualify for the director position

Requirements:

- Must pass background check
- Florida Child Care Staff Credential
- Associate degree
- Knowledgeable in Procure software
- Knowledgeable with Florida Early Learning Coalition VPK program
- Up-to-date CPR and First Aid Certificates

Would be helpful:

- Active Director Credential
- 3 years experience

Terms:

- Full-time; 15 days Paid Time Off, as defined in the HPGP Personnel Manual
- Annual salary: \$45,000
- Reports to HPGP Director
- Available to work one Sunday per month, upon request as needed

Send your resume to:
msanna.hpgp@gmail.com

