



Islesboro Preschool

OPEN POSITION – DIRECTOR – ISLESBORO PRESCHOOL (IPS)

Seeking a part-time Director to oversee and direct the program for the Islesboro Preschool (IPS). The ideal candidate should possess a strong passion for education with great management skills to oversee all daily operations of the Islesboro Pre-School (IPS) and work in collaboration with the pre-school staff and Board of Directors.

Position reports to the IPS Board of Directors (BOD). The BOD will appoint the School Director for a period of one year with a review at the Spring quarterly meeting. Annual renewals decided by the School Director and BOD no later than 2 months before the end of any annual employment period. Time commitment ranges from 12 – 20 hours of in person time per week. Compensation to be determined.

Applications due ASAP. Applications should include a resume and cover letter/statement of interest to the attention of our Board of Directors. All application materials should be emailed to Laura Graf at lauratoran@gmail.com.

Responsibilities will include:

- Curriculum review and approval
- Maintain licensing requirements and see to their renewal; submit all corporate annual reports
- Survey families each year to provide evaluation of program strengths and weaknesses
- Staff management
 - Hire, evaluate, develop, and if necessary, remove/replace staff
- Policy management
 - Create annual policies which reflect the needs of families to be approved by the BOD
 - Finalize school schedules which reflect the needs of families to be approved by the BOD
 - Administer policies and guidelines as reflected in the Islesboro Preschool policy/ handbook
- Communication and external relations
 - Support monitoring the website and keeping it up to date; ensure timely updates to all relevant social media platforms
 - Prepare Informational Packets for each school year which includes a welcome letter, Annual policies and rates, student registration, family membership information, medical authorization and information and any other permission slips necessary
 - Collect and respond to mail
- Financial management
 - Create an annual budget with the Treasurer and/or Office Manager to be presented to the BOD for approval
 - Make purchases and handle payments as needed for classroom needs, including management of the IPS credit card account
 - Work with the Treasurer and/or Office Manager to record income and expenses in QuickBooks
 - Maintain tuition records and payments

- Support fund raising activities
- Facility oversight
 - See that the preschool spaces are maintained and safe
- Community liaison
 - Communicate with ICS staff to prepare children and families for kindergarten
 - Work effectively with the Town Manager on the distribution of Town reimbursements
 - Primary liaison to other interested organizations or individuals for the development of a comprehensive strategy for early childhood development on Islesboro
- Board of Directors participation
 - Participate in all BOD meetings, providing a review of operations as requested
 - Provide the BOD with information that will assist them in their collaborative decision making
 - Make recommendations concerning programming
 - Make recommendations concerning the retention of advisors as necessary (e.g., tax, insurance, accounting, etc.)
 - Present a quarterly Director's report to be filed with the minutes and treasurer's report; maintain these files in hard copy form in the Director's Office

Requirements:

- Bachelor's degree required, ideally with degree in education
- Professional experience with classroom teaching, education administration, and/or early childhood experience
- Experience and comfort with computer work, experience with Word, Excel, other commonly used programs
- Knowledge of and comfort with QuickBooks preferred, not required
- Self-motivated and proactive problem solver
- Excellent organizational and project management skills
- Strong communicator and comfort with presenting to others, acting as liaison on behalf of the organization
- Passionate about working with children and families
- Successful completion of a background check

Start date: TBD, but ideally mid-May 2021



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