



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 is approximately 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/update annual policies which reflect the needs of families and the IPS 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

IPS Director

- Maintain tuition records and payments
- Support fund raising activities
- Facility oversight
 - See that the preschool spaces are maintained and safe
 - Participate in and advise the facilities & grounds committee of the BOD along with any other related committee (e.g., playground)
- 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 or a related field
- 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 strongly preferred
- 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 by the end of August 2022



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