



Nature Preschool

Director

JOB DESCRIPTION

Definition

The Nature Preschool Director is responsible for the oversight and management of the ENC's Nature Preschool. The Preschool Director will oversee the Preschool's staff and programming, including curriculum development. The Preschool Director will also be responsible for implementing and maintaining the accreditation standards of the National Association for the Education of Young Children (NAEYC), as well as the development and implementation of a strategic business plan for future growth of the program. He or she will assure that the ENC Nature Preschool is groundbreaking in its initial offerings, and continues to be innovative by keeping abreast of new educational opportunities and programs.

Supervision

The Preschool Director reports to the Executive Director.

Essential Functions/Duties Include But Are Not Limited To:

1. Secure and maintain accreditation through the National Association for the Education of Young Children.
2. Assist with comprehensive business and fundraising plan for future of the ENC Nature Preschool's program and facilities.
3. Responsible for maintaining licensing procedures, and filing appropriate reports with the County of Orange Health Department and California Department of Social Services.
4. Work with Nature Preschool Teachers to develop and implement nature-based developmentally appropriate curriculum for students.
5. Supervise Nature Preschool staff including teachers, student interns and volunteers with assistance from the Education and Community Relations Director.
6. Meet or exceed Nature Preschool student enrollment goals on a yearly basis. Assist Education and Community Relations Director with marketing, open houses and community outreach.
7. Conduct parent conferences and meetings with assistance of the Nature Preschool Teachers.
8. Develop electronic preschool newsletter and all parent correspondence with assistance from the Education and Community Relations Director.
9. Develop, implement and monitor short and long-range plans and budgets.
10. Work with Facility Manager to purchase supplies and maintain preschool facilities.
11. Ensure that all aspects of this program relate to the ENC mission, are market driven, and provide quality customer service.
12. Attend and/or present at relevant community events, to potential support groups, etc.
13. Develop and distribute surveys and evaluations for review of programs.
14. Identify and analyze competition in terms of pricing, services, and industry trends.
15. Assist in the development of monthly and annual reports.
16. Teach when needed.
17. Work with Education and Community Relations Director to recruit, train, and schedule volunteers and interns.
18. Assist the ED with funds development. Seek out new partnerships to help sustain the ENC. Assist the ED in pursuing grants related to the Nature Preschool.

19. Additional duties as assigned.

Qualifications & Requirements:

1. Knowledge of the California Preschool Learning Foundations as well as requirements for school readiness.
2. Commitment to the mission, vision and core values of the Environmental Nature Center.
3. Outstanding written and verbal communication skills.
4. Comfortable with MS Office, Filemaker Pro, with the ability to learn new software quickly.
5. May be required to be on-call 24-hours, particularly in emergencies or special circumstances. Expected to attend special events, some of which may occur in the evenings or on weekends. Some travel may be required.
6. Extremely motivated, organized and detail-oriented.
7. Ability to multi-task and work under pressure.
8. Ability to work as a team member with a diverse group of people.
9. Ability to work independently with minimal supervision and demonstrate flexibility.
10. Knowledge of California plant and animal life highly desirable.
11. Knowledge of California Native Americans, as well as local indigenous people highly desirable.
12. Ability to handle a variety of animals including arthropods and snakes.
13. Ability to memorize and recall facts, figures, and information.
14. Ability to move up to fifty pounds and set up equipment.
15. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
16. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
17. Ability to work outside in a variety of weather conditions and temperatures.
18. Regular, reliable and punctual attendance is essential because of limited resources, costs, productivity and quality continuity.
19. Ability to communicate effectively and comfortably with supervisors, teachers, parents and students.
20. Fingerprinting for a background check will be required.
21. Must possess a valid driver's license. Must have own vehicle.

Education, Training, and Experience:

1. Minimum of 5 years experience in the field of early childhood education required, with additional experience in environmental education, interpretation or related fields preferred.
2. Bachelor's degree in early childhood education with experience in environmental education, interpretation, biology, or related field; master's degree helpful.
3. Demonstrated understanding of principles of early childhood development, preschool operations and staff supervision.
4. Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, including adults in small as well as large group activities. Ability to present to all ages.
5. Current CPR and First Aid Certificates are required within two months of employment.