



Valley Ranch Academy School Director

Purpose

To oversee daily school operations in accordance with state and county regulations and owner/operator directives. Planning, developing, organizing, implementing, and maintaining school programs for children, their families, and staff. Supporting the Mission Statement of Valley Ranch Academy is the primary objective.

Job Description

ROLE AND RESPONSIBILITIES

At Valley Ranch Academy, we excel by showing up every day for kids with the best of what we have and to ensure that every child is learning every minute of every day they are in school. The School Director will be responsible for the following:

- Supervise and lead the staff
- Design program plans
- Oversee all daily activities
- Cultivate healthy and positive relationships with families
- Maintain a positive school culture that reflects the Valley Ranch Academy Mission
- Prepare budgets and oversee site specific business operations
- Oversee Student Recruitment, Enrollment, and Retention
- Ensure Valley Ranch Academy complies with all childcare licensing, county, and state compliance requirements and paperwork

The ideal team member is/will:

- Passionate about seeing children succeed, no matter the background from which they come
- Seek to grow and learn new skills to better serve kids and parents and lead a school faculty.
- Self-driven, innovative, and is not afraid to ask for help and to seek world-class solutions.

Job Requirements:

1. Supervise preschool teachers and childcare workers
2. Hire and train new instructional and operational staff members
3. Provide regular professional development opportunities for staff
4. Establish policies and communicate them to staff and parents
5. Develop educational programs and standards
6. Maintain instructional excellence and alignment across age levels
7. Assist staff in communicating with parents and children
8. Meet with parents and staff to discuss students' progress



9. Prepare budgets and allocate program funds
10. Ensure that facilities are maintained and cleaned according to state regulations
11. Background check and fingerprinting by childcare licensing.
12. Submit Director's license for review and maintain that license in good standing.

Qualities and Skills:

- Bachelor's Degree in early childhood education OR
 - Degree in Education, with a focus on early childhood learning.
 - Having a degree in other fields does not disqualify you and will be based on experience; please contact us to learn more.
- Conduct sample in-person and online sample lessons and lesson plans for interviews.
- Patience, optimism, compassion, enthusiasm, and empathy.
- Mediation skills for resolving conflicts between adults.
- Familiarity using Microsoft Word, Excel, Google Meets, Google Sheets, Slides, Docs, LMS Experience a Plus.
- Able to have frank and respectful conversations when receiving and giving feedback.
- Agree to be recorded in the classroom and online with or without notice in video and audio.

PREFERRED ADDITIONAL SKILLS

If you speak another language, that's a plus as our student community is very diverse. All languages are welcome.

IMPORTANT QUALITIES

Business skills. Preschool and childcare school directors manage childcare centers and need to be able to operate the business effectively.

Communication skills. Directors inform parents and staff about the children's progress. They need good writing and speaking skills to convey this information.

Interpersonal skills. Preschool and childcare school director must be able to develop relationships with parents, children, and staff.

Leadership skills. Preschool and childcare school directors need leadership skills to supervise staff and inspire diligence. They also must enforce rules and regulations.

Organizational skills. Directors need to maintain clear records about children and staff. In addition, they must be able to multitask when several people or situations require their attention, executing promptly and with excellence.

Competitive salary commensurate with experience and qualifications. Interested applicants should submit resume's to Jaciel Castro at jcastro@valleyranchacademy.com