



Position Title: Preschool Director

Organization: High Hopes, Inc., Franklin, TN

Reports To: Sr. Director of Education

Position Summary:

The Preschool Director is responsible for the overall management and operation of the preschool, ensuring a safe, nurturing, educational, and therapeutic environment for children. This role involves overseeing staff management and development, maintaining compliance with state and federal regulations, and strong collaboration with the curriculum/programming coordinator and lead school therapist.

Primary Responsibilities:

Leadership and Management

- Provide strong leadership to the preschool staff, fostering a collaborative and positive work environment.
- Oversee daily operations, state licensing regulations, and High Hopes policies.
- In partnership with the school office manager, support student enrollment and orientation.
- In partnership with the director of finance, manage the preschool budget, including financial planning, monitoring expenses, and ensuring fiscal responsibility.

Curriculum and Program Development

- In partnership with the curriculum/programming coordinator, oversee the development and implementation of a developmentally appropriate curriculum that meets the needs of all children.
- Ensure that educational programs are aligned with state standards and best practices in early childhood education.
- Monitor and evaluate the effectiveness of the curriculum and make necessary adjustments.



Staff Supervision and Development

- Recruit, hire, train, and supervise preschool staff, including teachers and support personnel.
- Develop daily staff schedules and ensure child-to-staff ratios are maintained.
- Conduct regular performance evaluations and provide ongoing professional development opportunities.
- Foster a culture of continuous improvement and professional growth among staff.

Family and Community Engagement

- Build strong relationships with families, ensuring open communication and involvement in the preschool community.
- Organize and participate in community outreach activities to promote the preschool and its programs.
- Address parent concerns and resolve issues in a timely and effective manner.

Compliance and Safety

- Ensure the preschool complies with all state and federal regulations, including health and safety standards.
- Maintain accurate records and documentation as required by regulatory agencies.
- Implement and oversee safety protocols to ensure a secure environment for children and staff.

Therapy Services

- Collaborate with the lead school therapist and therapy team continuously, ensuring appropriate support throughout preschool regularly.
- Build and manage classroom schedules making the best use of education and therapy team combined.
- Work closely to build a strong support team for each child that includes educators and therapy staff.



Requirements

- Bachelor's degree in Early Childhood Education, Child Development, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in early childhood education, with at least 2 years in a leadership role.
- Strong knowledge of early childhood education principles, practices, and regulations.
- Excellent communication, organizational, and leadership skills.
- Ability to build and maintain positive relationships with staff, parents, and the community.
- Certified in Pediatric CPR and First Aid (or willing to become certified).

Working Conditions

Full-time position with occasional evening and weekend hours for events and meetings. Work is performed in a preschool setting with regular interaction with children, staff, and parents.

Salary and Benefits

Salary: Commensurate with experience and generally follows the local public school salary schedule.

Contract Period: 12 months in general alignment with other local schools and preschool programs.

Benefits: Health, dental, vision insurance, HSA, 401k participation, holidays, paid PTO, childcare discount.

Why High Hopes Preschool?

- Freedom, autonomy, and support to design and execute creative lessons and effective approaches to teaching.
- Minimal paperwork and restrictions placed on educators which hinder authentic teaching and learning.
- Non-existent bureaucracy. Teachers do what they dream of doing - TEACH!
- Work-life balance!
- Flexible PTO Based on Growing Accrual Rates
- Competitive pay consistent with WCS/FSD



- Professional Development and Growth Opportunities
- Supportive, Inclusive, and Welcoming Workplace
- Maximum Impact on Children and Families

Application Process: Interested candidates should complete an application on the High Hopes website at <https://www.highhopesforkids.org/careers>.