



Clifton Presbyterian Church Preschool

12748 Richards Lane, P.O. Box 320

Clifton, Virginia 20124

Phone (703) 830 – 3175 Fax (703) 830 – 6618

EMPLOYMENT OPPORTUNITY **Part-time Preschool Director** **12 month position**



Clifton Presbyterian Church Preschool (CPCP) in Clifton, VA is seeking a part-time Director. CPCP is an award winning preschool for 2 ½ -5 year olds that serves both the church and the wider community, with a focus on: literacy, math skills, art activities, dramatic play, science, music, and large and small motor skills development.

This is a 12 month position with regular hours during the school year: Monday-Friday 8:30 am-2:30 pm. Summer hours are flexible.

Salary is commensurate with experience.

Position Description:

The Director must be a person of good character and reputation who will be responsible for providing a secure positive learning environment for all children. The Director must display a thorough understanding of the emotional and developmental needs of the preschool child and must have experience in the group care of children. The Director must be able to communicate effectively with children, parents, teachers, and possess strong skills in written and social media communication.

Duties of the Director will include all aspects of the preschool operation, including curriculum development and management; staff hiring, supervision and support; student enrollment and record keeping; budgeting financials and payroll; and promotion of the preschool.

Minimum education requirements are a bachelor's degree in a child related field from an accredited college or university; or a bachelor's degree in any discipline and a master's degree in a child related field. The candidate must be willing and able to continue to upgrade her/his knowledge and skills in the field of childhood education by attending various professional workshop trainings.

Please submit inquires and/or to request a full job description, to:
cpcpreschoolcommittee@gmail.com