

# Hilltop School Director Job Description

## Overview

The Hilltop School Director is responsible to the Hilltop School Board of Directors that is accountable to the Senior Leadership Team of West Congregational Church.

The Director will agree with and adhere to the stated Vision, Philosophy, Mission, Goals and Strategies of Hilltop School (Hilltop Board Policies: What we Aspire to, pages 3-4.) The Director is responsible to understand and incorporate these into the curriculum and staff development. The Director must be willing to become a member of West Church and start the process within one year of becoming the director of Hilltop.

## Responsibilities

The Hilltop Director is responsible for all aspects of establishing and operating a full day daycare, preschool, and Kindergarten program. This includes leadership of day to day operations including staff management and development, financial oversight, curriculum, enrollment, communications and marketing.

## Essential Job Functions

1. Lead a team of teachers and other staff in the establishment and operation of a premier Christian preschool, including day-to-day operation and routine special events.
2. Develop and implement a marketing/advertisement plan that creates interest in the preschool and fuels strong enrollment in both morning and afternoon programs.
3. Recruit and train teachers and other staff as needed to staff preschool classrooms and special events.
4. Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.
5. Function as primary contact person for parents/guardians on enrollment, assimilation, progress, and all other matters pertaining to the preschool.
6. Regularly select and/or develop curriculum for a preschool children's education program that is fun, educational, and appropriate for a Christian preschool environment.
7. Implement classroom management practices that ensure a safe, secure, and orderly preschool environment is maintained at all times.
8. Regularly monitor, evaluate, and develop preschool staff ensuring a "continuous learning" culture is developed and fostered and that classroom management practices are continuously improved.
9. Lead the creative use and proactive upkeep of children's ministry facilities and grounds.
10. Develop an annual budget for the preschool ensuring needs are met and profitability targets are realized.
11. Perform other duties as assigned.

## Qualifications

This position requires a Director 2 Certification from the Massachusetts Department of Early Education and Care and a minimum of 3 years' experience as a leader in a children's education capacity. Possession of a Bachelor's Degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field is required. The successful individual will be a strong Christian leader with a solid work ethic, possess a passion for teaching children, have the ability to function as an administrator, and have a working knowledge of creative programming related to children's classes and special events.