



NEWLOTHROP AREA PUBLIC SCHOOLS

-INTERNAL/EXTERNAL POSTING-

Preschool/Latchkey Director

April 23, 2024

The Center Director oversees daily operations of the preschool/latchkey programs (Great Start Readiness Program) of the New Lothrop Early Childhood Program. Responsibilities include management of assigned preschool classrooms, center staff supervision, grant management, and childcare license administration. The Director ensures compliance with all relevant program standards and high-quality early childhood development services.

Position Detail

- One elementary position available, to begin June 10, 2024
- Part-time Preschool/Latchkey Director, with the ability to teach half-time.
- 220 day position
- Responsible for Preschool/Latchkey billing
- Plan and attend all Preschool events
- Oversees all licensing requirements by local, state and federal entities
- Attend all trainings and meetings required
- Keep track of all staff credentials, maintain all student records
- Coordinates enrollment process for families.

Qualifications/Requirements

- Bachelor's Degree in early childhood education or a higher related field preferred. Coursework in childcare administration and/or have an administrative credential.
 - Experience preferred in having past experience of early childhood programs. At least five years of successful experience working in early childhood program(s) preferred.
 - Ability to work and communicate effectively with staff, agency representatives, administrators, parents and young children.
 - Knowledge of Great Start Readiness Program regulations.
 - Knowledge of and working relationship with local community service agencies.

Skills and Experience

- Oversight of all building operations including classroom, staffing, budgeting, food service, maintenance, etc.
- Regularly observes and provides feedback to classroom staff on teaching practices, curriculum implementation, and student performance data.
- Adhere to policies and procedures as outlined in the Great Start Readiness Implementation Manual.
- Adheres to Michigan Licensing Rules for Childcare Centers.

The New Lothrop Area Public School District has a policy that no person shall on the basis of age, sex, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.



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- Oversight of monitoring requirements of GSRP and Latchkey grant requirements.
- Completes required reports for GSRP and Latchkey programs.
- Liaison between SRESA and early childhood stakeholders.
- Participates in required professional development opportunities.
- Establish policies and means to inform staff and parents for Pre-K, Latchkey and GSRP.
- Responsible for regular communication (written, etc.) to parents and overall school district.
- Must attend appropriate Professional Development and Director meetings.
- Great Start to Quality (rating system)
- Responsible for overseeing MiRegistry online site
- All other duties as assigned by Building Principal

Interested parties should forward a letter of interest, resume, references, transcripts to Kelly Green via email to:

kgreen@newlothrop.k12.mi.us

Or via mail to;

New Lothrop Area Public Schools
Attn: Kelly Green, Executive Assistant
9285 Easton Road, P.O. Box 339
New Lothrop, MI 48460

Deadline: May 7, 2024 or until filled