Cary Presbyterian Preschool Director
Job Description and Requirements

Qualifications:
The director is required to have a college degree in education or related field, at least two years experience teaching young children, and administrative/management experience. The director must have certification in CPR and First Aid, and submit to background checks.

Hours:
The Preschool Director will work 43 weeks per year including:

- 38 weeks for the school year at 25 hours per week; 9:00 am to 2:00 pm, Monday through Friday
- The week before school begins for staff training and preparation ● 4 weeks (100 hours) during the summer as needed, including monitoring phone calls, conducting tours, filling remaining openings, maintaining/improving educational supplies, preparing the playground, preparing for staff training week, and updating documents

Leave:

- The preschool follows the Wake County Public Schools traditional calendar schedule, including holidays, Teacher Workdays, and vacation days between Labor Day and Memorial Day.
- The director will also have five (5) additional days off for personal, vacation or medical leave.

Salary:

- Salary will be based on experience and level of qualifications
- This position does not qualify for health and retirement benefits

Resume and References:
A resume is required.
Three (3) references are required: one from a professional colleague, one from a current or former employer, and one personal reference.

Email resume and references to:

Kim Markham, Preschool Ministry Board, Cary Presbyterian Church
cppdir@gmail.com