

Okolona Christian Preschool Director

Position Overview

The OCP Director is a qualified professional who oversees the daily operations and administration of the Preschool. He/she is experienced in the field of early childhood development and education and is able to effectively lead others in accomplishing this.

The OCP Director should have a...

1. Love for Christ and sharing his good news with young families through active membership at Okolona Christian Church.
2. Degree in the field of early childhood development and education or related experience.
3. Minimum of 5 years classroom experience.
4. Strong leadership, administrative and communication skills.
5. Love for children and passion for educating preschoolers.
6. Clear background check.

The OCP Director is responsible for...

1. Overseeing the daily operation of the preschool.
2. Managing all staff, scheduling and payroll.
3. Creating policies and development of yearly curriculum.
4. Ensuring the classrooms and related spaces are well-maintained, sanitary and organized in cooperation with the OCC Kids Ministry.
5. Managing all financial transactions and annual budget.
6. Coordination with OCC Staff regarding all OCP events and activities.
7. Scheduling of all training and certification including CPR and First Aid for all OCP staff.