



## DIRECTOR POSITION

*The Spanish Academy*, an immersion Spanish preschool, is looking for a Preschool Director for our Emory campus, 1886 N. Decatur Road Atlanta, GA 30307. This candidate needs to be passionate about early childhood education and foreign language acquisition. Applicant needs to be able to interact positively and professionally with staff, parents and children.

### Candidate Requirements:

- ★ Bilingual: Spanish and English
- ★ Bachelor's Degree - education background preferred but not required
- ★ Motivated & Organized
- ★ Detailed Oriented
- ★ Strong Leadership and customer service skills.
- ★ Proficient computer skills

Directors are in charge of overseeing and implementing *The Spanish Academy's* mission and goals. Directors assure that our curriculum and objectives are met daily in the classroom for each age group. The director is responsible for creating positive relationships with parents/staff members and help ensure their expectations are met and concerns are dealt with in a timely manner.

The director is also in charge of managing the building and supply needs for the school. This entails everything from daily opening and closing the school to supervision of maintenance needs of the building, classrooms, materials and supplies. Other responsibilities include, but are not limited to: scheduling and providing tours, processing new student enrollments, invoicing parents, hiring and time reporting of staff, and communicating with parents.

### Other Information:

- ★ This is a part time position: 3-5 days a week, 8:15 am - 2:00 pm, max 28 hrs/week. Number of days TDB.
- ★ Email your cover letter and resume to [office@thespanishacademy.com](mailto:office@thespanishacademy.com)
- ★ Must have appropriate US work credentials
- ★ Compensation will be based on position and experience



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*The Spanish Academy*

Emory Campus, 1886 N. Decatur Road Atlanta, GA 30307