



Interim Director
Atlanta, GA



First Presbyterian Preschool seeks an Interim Director who will lead the school with warmth, clarity, and a deep commitment to community while stewarding a legacy that has supported children and families for eight decades.

The Interim Director has an opportunity to build on the school's legacy while strengthening its future. Our teachers are eager for a leader who prioritizes relationships, communication, and professional growth. The Interim Director will help cultivate a culture of trust and professionalism among staff while strengthening collaboration between the preschool and First Presbyterian Church so both ministries move forward with shared purpose.

The Interim Director shapes and sustains the culture of the preschool, creating an environment where children flourish, teachers feel supported, and families feel welcomed. Through strong relationships, clear communication, and thoughtful leadership, the Interim Director will foster a workplace where teachers feel valued and equipped to do their best work. The Interim Director partners closely with teachers to ensure they feel supported, equipped, and connected to the shared mission of the school.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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The Interim Director also provides strong leadership for the preschool's administrative team, including the Assistant Director and other administrative staff, ensuring clear expectations and effective collaboration while overseeing daily operations.

The Interim Director is expected to be a visible and engaged leader within the school, building daily relationships with teachers, children, and families and helping cultivate the strong sense of community that defines First Presbyterian Preschool.

The Interim Director reports to the Preschool Board of Directors and oversees staff, curriculum, enrollment, and operations in alignment with the philosophy of First Presbyterian Preschool and the standards of SACS for Early Childhood Programs.

Key Responsibilities

Culture and Community Leadership

- Build a warm and supportive culture where children, families, and teachers feel welcomed and valued
- Maintain a visible presence throughout the school by regularly visiting classrooms and supporting teachers
- Foster open communication and mutual respect among teachers, families, and church leadership
- Strengthen the partnership between the preschool and First Presbyterian Church
- Model professionalism, integrity, and relational leadership within the preschool community

Staff Leadership and Development

- Recruit, hire, supervise, and evaluate preschool staff according to school and church policies
- Provide strong leadership and direction to the preschool's administrative staff, ensuring effective collaboration across the leadership team
- Establish meaningful performance reviews and clear expectations for teachers and staff
- Provide coaching, mentoring, and professional development opportunities for teachers
- Lead regular staff meetings and oversee orientation for new employees
- Support and encourage teachers while also setting clear expectations for professionalism, collaboration, and high-quality classroom practice

Program and Student Support

- Ensure implementation of a high-quality, developmentally appropriate curriculum
- Support teachers in classroom management and child development practices
- Work with teachers to provide appropriate intervention for children who may need additional support
- Assist teachers in preparing documentation for children applying to independent schools

Family Engagement and Enrollment

- Build strong relationships with families through regular communication and daily interaction
- Conduct tours for prospective families and support enrollment efforts



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- Encourage family engagement through events and communication
- Represent the preschool positively within the broader community

Operations and Administration

- Oversee the daily operations of the preschool and ensure smooth classroom functioning
- Maintain required child and staff records, including enrollment, health documentation, and training records
- Ensure compliance with SACS standards and applicable regulations
- Oversee health, safety, and emergency procedures consistent with church protocols

Governance

- Communicate regularly with the Chairman of the Preschool Board regarding key issues and opportunities
- Attend and report at monthly Board of Directors meetings
- Assist the Board in preparing and managing the annual preschool budget
- Serve as an ex-officio member of preschool committees
- Maintain and update the Parent and Staff Handbooks in alignment with church policies
- Attend and report out at regular Session meetings for First Presbyterian Church

Qualifications

Required

- Bachelor's degree in Early Childhood Education, Child Development, or related field
- Significant experience working with young children and leading staff in an early childhood education setting
- Strong interpersonal and communication skills with the ability to build meaningful relationships across staff, families, and church leadership
- Demonstrated ability to evaluate classroom environments, staff performance, and program effectiveness
- Current infant/child CPR and first aid certification or completion within 30 days of employment
- Valid driver's license with a clean driving record
- Satisfactory criminal background check
- Completion of Stewards of Children "Darkness to Light" training

Preferred

- Master's degree in Early Childhood Education, Child Development, or related field
- Experience with SACS standards or SACS / NAEYC accreditation
- Leadership experience within a church-affiliated preschool or educational ministry



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To Apply:

Interested candidates should submit a **resume** and **cover letter** to:

John Faubert, Director of Placement
Carney Sandoe & Associates
john.faubert@carneysandoe.com

and

Amanda Gastel, Placement Counselor
Carney Sandoe & Associates
amanda.gastel@carneysandoe.com

Please do not contact the school directly.



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