



Houston Gateway Academy Charter Schools, Inc.

Elite College Prep Academy

Committed to Excellence in Education

Pre-Kindergarten Director

The PK Director provides strategic and operational leadership for Houston Gateway Academy's PK program (PK three and four year olds). This role ensures high-quality instruction, strong family partnerships, compliance with state and federal requirements, and a nurturing, developmentally appropriate learning environment. The Director leads staff development, oversees daily operations, and champions early literacy, social-emotional growth, and campus readiness aligned to HGA's mission, core values, and expectations.

Program Leadership & Instructional Quality

- Oversee the educational programming of the PK program, ensuring alignment with early childhood best practices and HGA's expectations.
- Support high-quality curriculum implementation and classroom instruction that promotes academic readiness, character development, and social-emotional growth.
- Oversee assessment, documentation, and data use to monitor student progress and guide instructional improvements.
- Foster a warm, inclusive, and nurturing learning environment for children, families, and staff.

Staff Leadership & Development

- Recruit, mentor, supervise, and evaluate PK teaching staff and support personnel.
- Provide coaching, feedback, and professional development aligned to early childhood best practices.
- Support staff onboarding, scheduling, and ongoing training.
- Build leadership capacity among teachers and instructional leaders to support continuous improvement and retention.

Operations, Compliance & Accreditation

- Manage daily PK operations, including staffing, scheduling, enrollment, and classroom organization.
- Ensure full compliance with Texas Health and Human Services Commission (HHSC) Child Care Licensing rules and regulations.
- Maintain accurate records, files, and required licensing documentation.
- Support and maintain accreditation standards (e.g., NAEYC or equivalent), as applicable.
- Oversee health, safety, and emergency procedures to ensure a secure learning environment.

Family Engagement & Community Building

- Serve as the primary relationship-builder with PK families, fostering trust, communication, and partnership.
- Communicate professionally and consistently with families regarding program expectations, student progress, and school events.
- Design and lead family engagement opportunities, celebrations, and community-building activities.
- Serve as a resource to families on early childhood development and school readiness.

Budget & Resource Management

- Assist with purchasing instructional materials, supplies, and equipment aligned to program needs.
- Implement systems and procedures that support organizational efficiency and program quality.

Professional & Campus Responsibilities

- Collaborate with campus leadership and district departments to support shared goals and initiatives.
- Maintain a positive, professional, and solutions-oriented mindset.
- Participate in campus events, professional learning, and community initiatives.
- Perform additional duties as assigned.

Preferred Qualifications:

- Early Childhood (EC) certification and PK teaching experience.
- Contract term: 11 months