

# Director, Preschool

Date Modified February 2022

**MISSION OF GRACE LUTHERAN CHURCH AND CHRISTIAN SCHOOL:** To fulfill the Great Commission, along with the whole Christian Church on earth.

**ACCOUNTABLE TO:** Superintendent

**OTHERS RESPONSIBLE FOR SUPPORTING THIS POSITION:** Pastoral Staff and Associate Principals

**PURPOSE:** The Director is responsible for managing the implemented preschool program, training and supervising the teachers, providing parent family needs, completing reports for the State Social Services Department, and operating the Preschool within budget.

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

Educational Leadership:

1. Provide a curriculum that is age-appropriate for the children and meets the stated philosophy of the school.
2. Coordinate classroom schedules, space, and equipment, and help assist in the coordination of responsibilities of the staff and Preschool calendar.

Leadership:

1. Provide avenues for the incorporation of school families into the church.
2. Providing an environment that is safe and appropriate for young children.
3. Maintain positive relationships among students, teachers, parents, congregation, and the community.

Administration:

1. Interview prospective parents and students, provide enrollment materials that reflect the philosophy of the Preschool, and meet State regulations.
2. Conduct the orientation of newly enrolled students and their parents.

Management:

1. Carry out and recommend policies in accordance with the Ministries Bylaws, Employee Handbook, preschool family handbook, and State Social Services Department.
2. Operate within the budget and assist in the preparation of the annual Preschool budget

**QUALIFICATIONS:** Ability to find Christ-pleasing solutions to problems and challenges. Have a passion for working with young children. Must be an active member of a Christian Church. Experience and education that qualifies as a Preschool Director in California. Proficient use of (or ability to learn): Google Suite, Microsoft Office, Gradelink, and Procure.

**ESSENTIAL PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:** Sufficient stamina to stand, walk, sit, climb, kneel, crawl, reach, twist, crouch, squat, balance and bend on a daily basis eight to ten hours a day; strength to regularly transport objects weighing up to 50 pounds and occasionally up to 100 pounds; sufficient hearing and speaking to give and receive instructions; and vision sufficient to read the fine print. Be able to lift children. This job generally requires 20% sitting, 40% walking, and 40% standing. Must keep CPR and First Aid certification current.

# Preschool Director

## Educational Requirements for this position

- High School graduate of GEA completion, with passing grades and 15-semester units of equivalent quarter units in early childhood education at an accredited or approved college or university, and at least (4) years of teaching in a licensed daycare center or comparable group child care program.
  - Three (3) semester units or equivalent quarter units of the 15 units required in (1) above shall be in administration or staff relations.
  - Twelve (12) semester units or equivalent quarter units of the 15 units required in (1.) above shall include courses that cover the general areas of child growth and development, child, family, and community, or child and family, and program curriculum.

OR

- An AA degree from an accredited or approved college or university with a major or emphasis in Early Childhood Education or Child Development and at least two (2) years of teaching experience in a licensed daycare center or comparable group child care program.
  - Three (3) semester units or equivalent quarter units shall be in administration or staff relations.

OR

- A bachelor's degree from an accredited or approved college or university with a major or emphasis in Early Childhood Education or Child Development and at least one (1) year of teaching experience in a licensed daycare program.
  - Three (3) semester units or equivalent quarter units shall be in administration or staff relations.

OR

- A children's Center Supervisory Permit issued by the California Commission for Teacher Preparation and Licensing.

Note: Each year of experience in above (1.), (2.) or (3.) shall be verified as having been performed satisfactorily, at least 3 hours per day for a minimum of 100 days in a calendar year, as a teacher under the supervision of a person who would qualify as a Director under these regulations.