

PreSchool Director

Rancho Palos Verdes, CA 90275 St. Peter's by the Sea

Compensation

\$45,000 to \$48,000 Annually

Benefits Offered

Medical, Dental, 401K

Employment Type

Full-Time

JOB SUMMARY:

The Pre-School Director is responsible for the Pre-School program at St. Peter's by the Sea Presbyterian Church. The Director is responsible for the supervision of the children at all times. The Pre-School operates from 9:00 am to 3:00 pm on all school, holiday or vacation days as provided on the Pre-School calendar, including the extended lunch bunch program. Work schedules are as agreed with the Lead Pastor and Elder for Pre-School.

The Director will work in harmony with the administration, Pre-School Board, and staff under the direction and supervision of the Lead Pastor. Demonstrate Christian values and attitudes when working with students, parents, fellow staff and volunteers. Follow corporate procedures and policies regarding employment as provided in the employee handbook.

The Director will work with the Pre-School Board, Elder for Pre-School and Lead Pastor to enhance and grow the Pre-School program to meet continuing needs and to continue to develop, fine tune, and implement Pre-School strategy and vision.

ESSENTIAL JOB FUNCTIONS:

Leadership of Teachers and Staff

- Provide excellent leadership to the Pre-School staff.
- Manage the Pre-School program, including but not limited to maintaining appropriate records including state required forms and documentation.
- Ensure scheduling maintains staff-student ratio, assigning staff and students to classes
- Secure and schedule all substitute personnel for the Pre-School and cover all classes as needed.

- Hold regular meetings with the Pre-School staff.
- Conduct performance review of employees.
- Supervise curriculum development.
- Work with classroom teachers on any special needs of individual children.
- Screen employment applications. Interview qualified applicants. In conjunction with Pre-School Board, make offers according to qualifications and salary scale. Provide the Finance Director with copies of personnel files.

Connection with Children and Families

- Assure an obvious Christian witness through the use of appropriate visuals and symbols in classrooms, information sent home about chapel lessons, and worship opportunities offered by St. Peter's by the Sea Presbyterian Church.
- Coordinate the annual student orientation meetings in September.
- Keep parents informed and up-to-date on Pre-School policies, procedures and activities through newsletters, emails, and notes posted at Pre-School.
- Maintain networking with other childcare professionals, recommending to parents referrals to specialists as deemed necessary.

Administration and Regulatory Policies

- Assure the Pre-School meets all state and county licensing requirements at all times.
- Organize existing resources and personnel to maintain and strengthen the Pre-School program.
- Prepare a preliminary annual budget for all programs of the Pre-School program and submit it to the Lead Pastor, Elder for the Pre-School and the Pre-School Board. Upon approval by the Session, be responsible for monthly budgetary performance of the Pre-School program.
- Manage and maintain tuition statements monthly.
- Fulfill operational goals, established in coordination with and approval of the Elder for Pre-School and Lead Pastor.
- Attend Pre-School Board meetings.
- Register students throughout the year.
- Periodically review with the Lead Pastor and Pre-School Elder the needs, goals, and personnel of the Pre-School program.

- Maintain complete inventory of equipment, supplies and materials.
- Coordinate with church in the use of facilities.
- Work with the Human Resource Elder and Pre-School Elder in presenting changes in Pre-School policies and handbooks for approval by the Lead Pastor, the Pre-School Board and the Session.
- Provide fingerprint and health screening clearance in compliance with the Department of Social Services requirements.
- Provide TB test clearance every 4 years.
- Complete instruction and maintain current certification in Preventive Health Care Practices, including Child CPR and First Aid.
- Maintain staff personnel files to include resume, Application for Employment, Medical Report, three Reference Information Forms, and Staff Evaluation Forms for each Pre-School employee
- Provide appropriate "Thank You" notes and acknowledgements needed for donations, volunteers, etc.

Community Connection and Fundraising

- Promote and advertise the Pre-School in the community to meet enrollment goals.
- Oversee Pre-School community events on- and off-campus.
- Pursue new opportunities to be more present in and serve the needs of our community.

PHYSICAL DEMANDS:

- Frequently get up and down from floor or chair to assist children.
- Kneel to child level.
- Move quickly to assist child in emergency.
- Stand and move to different levels in the outside play area for 45 minutes while watching children at play.
- Lift infants/toddlers/preschoolers up to 40 pounds.
- Change clothing as needed due to bowel movement, urine and/or vomit.
- Access supplies and curriculum materials from high and low cupboards and shelves.
- Physically restrain an out-of-control child.

QUALIFICATIONS:

- Minimum BA degree with 15 college units in early education, with 3 units in administration. Must meet all Community Care Licensing requirements.
- Four years of teaching experience in early education programs preferred.
- General administrative experience desirable.
- Prior leadership experience.
- Have an open outlook, a vision to plan for the future, and be innovative in the planning process.
- Be a team member of the church staff.

WORK HOURS/TERMS OF EMPLOYMENT:

- Full time position 8:00am-4:00pm, Monday-Friday
- Additional time requirements include, but not limited to: Back-to-School Night, Open House, other community outreach activities (e.g., Muffins & Mozart, Peter & the Wolf, Lunada Bay Concert in the Park)
- Student School Year follows the Palos Verdes Unified School District calendar.
- St. Peter's by the Sea Presbyterian Church is an At Will employer.
- Position is full-time, exempt.

To Apply: Copy either link into a new browser window or apply through these websites.
Thank you.

<https://www.ziprecruiter.com/job/e46b3247>

or

<https://www.indeed.com/jobs?q=preschool+director&l=Rancho+Palos+Verdes%2C+CA>