**GRACE PRESBYTERIAN CHURCH**

**1450 E Vista Way, Vista, CA 92084**

**POSITION DESCRIPTION**

**TITLE: PRESCHOOL DIRECTOR**

**BASIC FUNCTION:** The Preschool Director is responsible for the oversight and direction of the Grace Presbyterian Church Preschool. The Director is responsible for the day-to-day operations of the Preschool. This is a fulltime position.

**ACCOUNTABILITY:** The Director is accountable to the Senior Pastor on an ongoing basis and receives specific guidance on educational program issues from the Christian Education Committee.

**REQUIREMENTS:**

* Must be a Christian professing Jesus Christ as Lord and Savior.
* BA from an accredited college or university with major concentration of course work in early childhood education or child development, highly desired.
* Three units of Supervision/Administration coursework is required.
* Minimum of 15 units of child development is required.
* Five years’ experience working in the early childhood education, preschool or childcare setting is required, with two years in a leadership/management role.
* Have a working knowledge of Preschool curriculum styles, including but not limited to, DAP, Faith Based, Play Based Approach, The Outdoor Classroom Project, Reggio Emilia
* Possesses current CPR/First Aid and Food Handler’s Card or obtains them within 30 days of hire.
* Mandated Reporter Training completed within 30 days of hire.
* Demonstrate an understanding of the Rules & Regulations of Title 22, the principals of Early Childhood Development, childcare operations, staff supervision, Christian Education, and church ministry.
* Must have excellent customer service skills.
* Complete the churches child protective policy and harassment training portals. Background check/education check clearance, prior to employment.
* DSS CCL Childcare Center Orientation, Operations & Record Keeping, and Health, Safety, Nutrition & Lead Poisoning Training Certificate, Integrated Pest Management (to be completed after hiring).
* Must be able to carry, push, pull, roll, or tug up to 25lbs. This job operates in a professional school/office environment.

**PRIMARY RESPONSIBILITIES:**

* Oversee all operations of the Preschool, ensuring compliance with DSS CCL CA licensing requirements and assures the health & safety, care & supervision of the children and teaching staff at all times.
* In coordination with the Board of Christian Education help develop and implement the Preschool curriculum.
* Interacts with families of preschool children including recruitment of new families, giving tours, greeting families as they arrive/leave campus, and respond to parent’s questions, concerns, on an on-going basis.
* Assures that all required documents for children and staff are maintained, signed, and dated. Including LIC Forms, immunization records, personnel files, and children’s files. Identifying health conditions, allergies, development delays, and special accommodations.
* Oversees/participates in hiring of staff, making certain that all required training and professional development days are provided, and documentation completed for all the above.
* Meets with Christian Education Committee Monthly to review/approve policies and school activities.
* Responsible to work with the Grace Presbyterian Church Director of Operations and Accountant for the financial management of the Preschool. Including purchase of all needed supplies and equipment and creating and monitoring an annual budget that allows for the previously agreed upon financial contribution back to the church annually.
* Meets with the church staff weekly to keep them informed of activities and needs of the school and to be certain the church and Preschool are operating as one ministry sharing mission and vision.
* Provides needed information to church staff such as facility needs, preschool reports, newsletter articles, payroll information and other information as needed.
* Functions as a member of the Grace Presbyterian Church’s staff and supports the direction and vision of the church. Attending Sunday morning worship weekly at 10am.
* Collaborates with the Christian Education committee of Grace Presbyterian Church to ensure alignment of vision during special events including, but not limited to Vacation Bible School, Weekly Chapel, Preschool Family Sundays, Church member volunteers.
* Facilitates and maintains a culture of communication within the staff, parents, and community. Engaging in weekly emails, Social Media post, monthly newsletters, and other forms of electronic communication.
* Other duties as requested.

**GENERAL:**

* Attend Staff Meetings.
* Work within budget allowance.
* Establish job goals and objective as required.

**Pay Range:**

* $67,000 to $70,000 yearly.

Please submit resume and cover letter to pastor@gpcvista.org