

FAITH PRESBYTERIAN CHURCH

COLLEGE PARK PRESCHOOL DIRECTOR

POSITION DESCRIPTION

DEFINITION: The College Park Preschool (CPP) Director is responsible for the oversight and direction of the College Park Preschool. The Director is accountable to the Pastor of Faith Presbyterian Church on an ongoing basis and receives specific guidance on educational program issues from the College Park Preschool board. This is a fulltime position.

PRIMARY RESPONSIBILITIES:

1. Oversee all operations of the Preschool, ensuring compliance with CA licensing requirements and assures the safety and well-being of the children and teaching staff at all times.
2. Interacts with families of preschool children including help with recruitment, giving tours as appropriate, greet families as they arrive and respond to parents questions and concerns on an ongoing basis.
3. Assures that all required documents for children are maintained and up to date, including immunization records, personal files and health concerns.
4. Oversees/participates in hiring of staff, making certain that all required training and professional development days are provided and documentation completed for all of the above.
5. Meets with CPP Board at least quarterly to review/approve policies and oversee school activities.
6. Responsible 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.
7. Meets with the church Pastor monthly to keep him informed of activities and needs of the school and to be certain the church and Preschool have a mutually beneficial relationship.
8. Provides needed information to church office such as facility usage needs, preschool reports, newsletter articles, payroll information and other information as needed.
9. Functions as a member of the Faith Presbyterian Church's management team and supports the direction and vision of the church.
10. Other duties as requested or needed to maintain a high quality Preschool.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

1. BA from an accredited college or university with major concentration of course work in early childhood education or child development. Three units of Supervision/Administration coursework is required.
2. Familiarity and philosophical alignment with Reggio Emilia inspired and play based learning model.
3. Minimum of 15 units of child development is required.
4. Possession of a current California Child Development Permit Site-Director level is recommended or Site Supervisor Permit is required.
5. Five years experience working in the early childhood education, preschool or childcare setting is required, with two years in a leadership/management role.

6. Possesses current CPR/First Aid and Food Handler's Card or obtains them within 30 days of hire.
7. Mandated Reporter Training completed within 30 days of hire.
8. Demonstrated understanding of principles of early childhood development, childcare operations and staff supervision.
9. Must have excellent customer service skills.
10. Background check/education check clearance, signed criminal record statement, and Acknowledgement to Report Child Abuse obtained prior to employment.