



JOB DESCRIPTION

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| Position Title | Coast Kids Preschool Director |
| Position Reports to: | Mark Friestad, Pastor of Children & Youth |
| Department: | Weekday Preschool |
| Schedule | Full Time, salaried, 40+ hours per week, mostly weekdays |

General Description

Coast Kids Preschool is a ministry of North Coast Calvary Chapel. The Preschool Director is directly responsible for the day-to-day operation of the preschool: managing staff; ensuring compliance with policies and regulations set by Community Care Licensing and church leadership; interfacing with parents, church staff, and the community; and setting the overall direction of the preschool.

Minimum Qualifications

- Meet director qualifications as set by Community Care Licensing (see appendix)
- Evidence of Christian maturity and a sound philosophy of Christian education in a preschool environment context.
- Familiarity and philosophical alignment with play-based learning model.
- Current CPR & health & safety card.

Preferred Qualifications

- Hold at least a bachelor's degree from an accredited college or university, with a major emphasis in early childhood education.
- At least 2 years of successful experience as a director of a preschool.
- 3 semester units in Program Planning & Curriculum Methods.

Reporting Relationships

- Reports primarily to the Pastor of Children & Youth; secondarily, to the Executive Leadership Team of NCCC.
- Operates within policies approved by the NCCC Board of Directors.
- Administrative guidance and direction from the NCCC Financial Controller.
- Supervises teachers, aides, administrative staff, volunteers and children (normally indirectly, though staff; at times, directly)

Duties

The director's duties fall into the following eight categories: Personnel, Instructional, Student Management, Safety, Business Management, Parent/Community Relations, Church Relations, and Supervisor/Governing Body Relations.

Personnel Management

- Update as necessary job descriptions for staff.
- Update staff handbook.
- Participate actively in the recruitment and hiring process of staff.
- Assume responsibility for staffing classrooms. As a practice, we keep children in stable cohorts and do not combine classrooms. Adequate staffing, including maintaining a substitute pool, is always expected.
- Provide daily supervision and support of all staff.
- Maintain communication with all preschool staff members through frequent written communication, staff meetings and daily verbal communication.
- Develop and implement an orientation and training program with in-service opportunities, encouraging spiritual and professional growth among staff.
- Conduct annual evaluations and performance reviews of all preschool staff members based on formal and informal observations.
 - Develop and monitor improvement plans, where necessary.
 - Develop individual growth plans for staff members who wish to take on increased responsibility.
 - Recommend all preschool staff for re-employment, nonrenewal, and dismissal.
- Maximize staff morale through a variety of projects and initiatives.

Instructional Management

- Using "Creative Curriculum" as a starting point, revise and evaluate as necessary.
- Determine instructional program priorities, monitor lesson plans, and evaluate.
- Assume responsibility for providing the resources, supplies, workbooks and facilities necessary to accomplish the preschool program.
- Develop scope and sequence for biblical content throughout the year, including chapel themes, and communicate this to teachers with application and enrichment ideas.
- Lead/organize Chapel days.

Student Management

- Establish discipline policy and procedures and supervise their implementation.
- Maintain an orderly preschool environment conducive to the growth and development of young children.
- Provide school-wide experiences to enhance child growth and development – spiritual, cognitive, social/emotional and physical.
- Supervise the maintenance of accurate records for each child according to state licensing rules and regulations.
- Establish and maintain relationships with children and parents through daily interaction with them.

Safety Issues

- Train staff on safety protocol.
- Conduct monthly safety drills rotating between fire, lock down and earthquake.
- Keep emergency plan updated.
- Be prepared at all times for site visits from Community Care Licensing, keeping necessary documentation up-to-date and accessible.

Business Management

- Budgetary
 - Develop the annual budget.
 - Manage the budget, keeping expenditures in line with allocations.
 - Communicate needed budget changes to the governing board.
- Tuition
 - Annually conduct survey of other preschool's tuition rates.
 - Annually submit proposal for fees for the summer and following school year.
 - Set up and oversee billing system and ledgers.
 - Handle delinquent accounts.
- Provide for the purchasing of all preschool supplies, materials, and equipment. Make replacements when necessary.
- Establish and supervise office procedures including files of children, the enrollment process, and preschool publications and communications.
- Ensure compliance with all Community Care Licensing policies and procedures.

Parent/Community Relations

- Update Parent Handbook annually.
- Establish and maintain regular communication with parents through memos, monthly newsletters, emails, and frequent interaction with parents.

- Encourage a partnership with parents.
- Set guidelines for and screen any parent volunteers.
- Keep parents informed of individual child needs, holding conferences when necessary.
- Implement formal and informal opportunities for the community to visit and know about the preschool.
- Oversee special events, such as Moms and Dads days, Spring Art Show, etc.
- Participate in the North County Church-Related Early Childhood Education Fellowship (CRECEF) meetings.
- Manage partnership with Mira Costa College in training of student learners and intern students.

Church Relations

- Develop a “we” attitude between church and preschool staff.
- Look for opportunities to invite unchurched families into broader church involvement with North Coast Calvary Chapel.
- Maintain rapport with children’s weekend ministry staff (preschool classrooms share space with children’s weekend ministry).
- Attend church staff meetings as requested.

Supervisor/Governing Board Relations

- Communicate regularly with direct supervisor to share triumphs, challenges, and future needs & plans.
- Assume responsibility for the implementation of governing board policies.
- Follow established administrative procedures in the operation of the preschool.
- Assist in the development of both board policy and administrative procedures.
- File requested reports in accurate and timely fashion.
- Perform such other tasks as may be assigned by governing bodies.

Desirable Qualities

Spiritual

- Demonstrated Christian maturity in attitude, action, and speech, showing a consistent walk with Jesus Christ.
- Sensitivity to the spiritual needs of people – staff, students, parents – in all aspects of the work.
- Awareness of best practices in children’s spiritual formation, and willingness to learn and develop.

Personal

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
- Develops and maintains rapport with students, parents, staff and church by treating others with friendliness, dignity and consideration.
- Respectfully submits and is loyal to constituted authority.
- Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste and in agreement with the school policy.
- Recognizes the need for good public relations. Represents the preschool and the church in a favorable and professional, manner to the constituency and general public.
- Able to be calm under pressure.

Work Environment

- Must be able to work long days and occasional weekends.
- Environment is busy and sometimes noisy.
- May experience smells associated with toileting and children who are ill.
- Expected to follow all safety protocols for controlling the spread of infectious diseases. Policies required by Community Care Licensing, the State of California, or the County of San Diego may be different than those observed by the church at large.

Physical Requirements

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows...

- Standing
- Pushing and/or pulling
- Climbing
- Running
- Stooping and/or kneeling
- Sitting on the Floor and/or Child-sized Chairs
- Reaching
- Talking
- Hearing
- Seeing

Appendix – Director Qualifications as per CA licensing

Directors of licensed child care facilities must either have:

12 core semester units in early childhood education/development

3 semester units in Administration or Staff Relations

4 years teaching experience in a supervised group Child Care Center

OR

A degree in child development, 3 units Administration and 2 years teaching experience

OR

BA in child development, 3 units Administration and 1 year teaching experience

OR

Child Development Site Supervisor Permit or Program Director Permit

OR

School-Age Director qualifications as per Health and Safety Code Section 1597.21