

## **Trabuco Presbyterian Church Preschool Director**

**Title:** Preschool Director - Trabuco Presbyterian Church (TPC) Preschool, an upcoming independent Presbyterian school located in Trabuco Canyon for students 2-6 years.

**Purpose:** To lead the licensing, opening, and daily operations of the TPC Preschool, including the development of policies and processes and the recruitment of teachers and staff in support of TPC's mission. The Mission of TPC is 'Inviting all People to Build an Active Relationship with Jesus Christ'.

**Position:** Full time, exempt, benefits-eligible position.

**Accountable:** To the Preschool Board of Directors, which reports to Session, and the Pastor as Head of Staff.

### **Qualifications:**

- CTC Child Development Site Supervisor Permit or higher. Meets all Title 22 requirements for a Preschool Director.
- Proficient in Title 22 Licensing Regulations.
- A minimum of 3 years supervisory or program administration experience and (2) years teaching experience at a preschool; Christian setting preferred.
- Bachelor's degree in Education, Child Development, Early Childhood Education or related field or equivalent combination of education and experience, including a minimum of 12 units in ECE required.
- Must have appropriate CPR/First Aid and 16-hour health and safety training/certification.

### **Physical Requirements:**

- Must be able to lift up to 40 pounds at times.

### **Skills:**

- Read, write, and comprehend complex oral and written instructions, correspondence, and memos
- Present information effectively in one-on-one and small and large group situations
- Communicate effectively with parents, students, teachers, volunteers, and visitors
- Strong supervisory skills, including a demonstrated ability to problem solve and resolve conflict between staff members or between staff and clients.
- Strong computer skills including proficiency in Microsoft Office Suite and Early Education software (for example, Procure or Brightwheel).
- Ability to understand the financial elements of the business including client billing, expense control and other aspects of running a financially sound preschool.

### **Essential Duties and Responsibilities:**

- Lead the licensing process as part of opening the preschool, including the initial application to ensure compliance with Title 22 Licensing Regulations.
- Ensure developmentally appropriate curriculum that supports students' spiritual growth and learning.

- Create and maintain policies and procedures to ensure the health and safety for students, staff, and families.
- Recruit, hire, supervise, and regularly evaluate preschool staff in performing their duties including lesson plans, instruction, and safety procedures.
- Provide frequent, high quality parent communication through face-to-face conversations, developmental summaries, class newsletters, emails, and digital media.
- Promote an inclusive program to meet the spiritual, developmental, and cultural needs of students and their families.
- Provide faculty and staff training including orientation and professional development.
- Responsible for maintaining a substitute teacher roster and ensuring staff absences are covered per Title 22 Licensing Requirements.
- Perform teaching duties in emergency situations or as a result of unexpected absences.
- Coordinate staff work schedules to cover hours of operation and include appropriate time for breaks and lunches.
- Maintain licensing record keeping for student and staff files.
- Keep up to date with the latest Title 22 Licensing requirements and implement a continuous improvement process to ensure the latest requirements are in place.
- Manage Extended Care Program.
- Manage the preschool budget.
- Participate in Quarterly Board meetings to report on preschool operations, plans, and financial health.
- Perform additional duties as assigned.

**Compensation:**

- Salary and Full benefit package based on education and experience
- Annual adequacy of compensation review by the Session Personnel Committee