

## JOB DESCRIPTION

Position: **Preschool Director**  
Reports to: **Senior Pastor**  
Position Status: **Full-Time Exempt**

Department: **Preschool**  
Effective: **TBD**  
Human Resources Approval:  
Senior Pastor Approval

### PURPOSE:

The purpose of this position is to lead and oversee Mission Hills Church Preschool in administrating an early childhood education program together with biblical Christian teachings in accordance with the Church's calling, commitments and practices. Other duties include assisting in classes as needed, determining budget and financial responsibilities, and working cooperatively with and at the direction of the Senior Pastors and Board of Elders. The further purpose of this position is to develop, implement, and maintain a loving and caring environment and ministry to preschool families of MHC and our community.

### JOB RESPONSIBILITIES AND DUTIES:

- A. Responsible for the leadership, supervision and oversight of an early childhood education program together with biblical Christian teachings. The Director will be responsible for abiding by all California State Licensing requirements for a Childcare Facility.
- B. Responsible to recruit, hire, train, direct and evaluate teachers who will develop and implement a learning experience that includes early childhood education and reflects the calling, commitments and practices of the Church.
- C. Works to establish and maintain an annual budget for the Preschool. The Director will be responsible for the collection of all the appropriate fees required to attend the Preschool.
- D. Ensures that each child receives a balanced and appropriate learning experience that reflects biblical teaching and employs a developmentally appropriate pedagogy.
- E. Takes pride in making sure that every child and family served by the Preschool is treated responsibly and with respect and dignity no matter their age, marital status, spiritual maturity or race.
- F. Ensures that the Preschool and its teachers develop appropriate relationships with each child and family in attendance through formal conferences and informal interaction.
- G. Maintains all required and appropriate records for State licenses.
- H. Guides the Preschool Staff in maintaining a stimulating, clean, and safe learning environment.
- I. Leads regular Preschool Staff meetings.
- J. Maintains accurate records of the appropriate health history, allergies and limitations of each child served.
- K. Ensures that all emergency and medical equipment and updated emergency action are in place, practiced, and all Preschool Staff is trained on the emergency drills and procedures.
- L. Works with Church's Children's Director and Children's Staff to make sure all supplies and class room equipment is adequately maintained and room setups are appropriately coordinated.
- M. Makes sure that each child and family served by the Preschool has the opportunity to hear about and experience the truth of God's Word and His love for them.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Senior Pastor, or his designated representative.

#### **ORGANIZATIONAL RELATIONSHIPS:**

- a. Shall be under the administrative supervision of the Senior Pastors, or their representative, and is responsible to the Pastor for the effective accomplishment of their duties, keeping the Pastor informed of progress in the ministry, special needs and budgetary requirements of the ministry.
- b. Works closely with the Senior Pastors, or their representative, to ensure a healthy and balanced personal and family life is maintained despite the demands and responsibilities of overseeing a preschool ministry.
- c. Interacts with other church staff teams and local churches and organizations as required.
- d. Works in conjunction with the Church's Director of Children's Ministries to coordinate church and/or preschool event calendars that are sensitive to family and community needs and church resources.

#### **JOB SKILLS AND QUALIFICATIONS:**

- a. Is a member of MHC and regularly attends the worship services at MHC.
- b. Endorses without reservation the Church's Statement of Faith as well as the Church's calling, commitments and practices.
- c. Possesses a Bachelors degree including 12 or more semester units of early childhood education or child development course work OR an Associate degree with 12 or more semester units of early childhood education or child development course work.
- d. Possesses 3 semester units of administration.
- e. Has minimum 2 years supervisory experience in a child care and development program.
- f. Has minimum 4 years teaching experience.
- g. Has a passion for preschool age children and a comprehensive understanding of their needs and development.
- h. Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars, classes, retreats, etc.
- i. Can accurately communicate the Scriptures in a relevant way to children of all ages.
- j. Has excellent communication skills to accurately, effectively and gracefully communicate to children and adults.
- k. Strong computer skills, including Microsoft Office (Word, Excel, Outlook) and the internet.
- l. Possesses the *gifts* of heartfelt leadership and administration; has a *heart* of love for children and their families exhibited through patience, grace, good listening skills; desires to provide a safe environment to all enrolled or visiting the preschool and church; possesses an ability and desire to share the truth of the gospel of Jesus Christ (our hope) in age appropriate language to children; has the *ability* to manage people and administrate a meaningful preschool education program; has an outgoing, self-starting *personality* that can provide meaningful empathy towards others accompanied with the ability to clearly communicate and be diplomatic with people of all ages; has a sturdy and growing faith in

Christ that is willing to be vulnerable with themselves and others in order to allow God to use their unique life experiences to minister to other people.

- m. Embraces the ambassadorial role in representing the Church's vision and beliefs.

**PHYSICAL REQUIREMENTS:**

Ability to function independently and ability to speak and write on matters relating to children's needs and development. Physically able to lift up to 25 lbs. (with or without assistance). This position also may require prolonged periods of sitting, standing up and walking.

**EMPLOYMENT AT-WILL:**

All employees of Mission Hills Church are at-will, and as such, are free to resign any time without reason. Mission Hills Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Mission Hills Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Senior Pastor of Mission Hills Church has the authority to make any such agreement and then only in writing.

***I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.***

\_\_\_\_\_  
Employee's Name/Signature

\_\_\_\_\_  
Date