

PRESCHOOL DIRECTOR POSITION

MISSION HILLS CHURCH PRESCHOOL ~ 400 MISSION HILLS COURT ~ SAN MARCOS

TO APPLY: SEND RESUME TO HR@MISSIONHILLSCHURCH.ORG

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.

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.
- 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 a developmentally appropriate pedagogy.
- E. Maintains all required and appropriate records for State licenses.
- F. Leads regular Preschool Staff meetings.
- G. Maintains accurate records of the appropriate health history, allergies and limitations of each child served.

JOB SKILLS AND QUALIFICATIONS:

- A. Is a member of and regularly attends the worship services of a like-minded church.
- B. 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.
- C. Possesses 6 semester units of course work in administration and supervision of child care and development programs.
- D. Has minimum 2 years supervisory experience in a child care and development program, preferred.
- E. Has minimum 4 years experience in classroom teaching of children.
- F. Has a passion for preschool age children and a comprehensive understanding of their needs and development.
- G. Has excellent communication skills; has ability of leadership, administration and organization; self-starting personality; ability to manage people.
- H. Has a heart of love and passion for children and their families exhibited through patience, grace, and good listening skills.