

PRESCHOOL DIRECTOR POSITION DESCRIPTION

Adventure Christian School is seeking dynamic Preschool Director in Roseville, CA.

Position type: Full Time

Position Overview:

The director will be responsible for the development, administration and management of the education program and personnel of the preschool.

RESPONSIBILITIES

Supervision of Staff

- Secure qualified personnel for the school
- Provide a thorough orientation for new staff members
- Work to establish an atmosphere in the preschool that is conducive to positive, age appropriate teaching/ learning experiences
- Promote the professional growth of the staff through staff trainings and evaluations

Curriculum and Safety

- Responsible for the overall curriculum
- Keep informed of current educational methods and materials
- Communicate effectively with parents and staff
- Maintain highest levels of safety for both children and staff

Administration

- Maintain policies and procedures in alignment with Handbook
- Provide leadership and assistance in developing new policies and goals
- Keep accurate staff and student files for licensing

Supervision of Children:

- Support teachers to ensure that each class is meeting its goals and objectives
- Support families with information, personal conferences, and referrals to outside resources as needed

QUALIFICATIONS

Meet the standards to administer a Child Development Center in the State of California which include:

15 semester units at an accredited college in specified early childhood education classes. Three of the required units shall be in administration or staff relations and 12 units shall include courses that cover the area of child growth and development; child, family and center or comparable group child care program.

OR

Two years of experience are required if the director has an AA degree with a major in child development

OR

A Child Development Site Supervisor Permit or Child Development Program Director permit issued by the California Commission on Teacher Credentialing.

ADDITIONAL QUALIFICATIONS

- Fingerprint clearance
- Current CPR, First Aid, and Health and Safety Training required
- 3 years experience
- A proven track record of successful partnership with families
- Excellent written & verbal communication skills
- Must support Christian education in word, practice, and leadership

APPLICATION REQUIREMENTS

- Resume
- Statement of Faith
- Copies of college transcripts and certificates
- Three letters of recommendation

Email to tralston@adventurechristian.org