

**Rancho Bernardo Community Presbyterian Church**  
**Position Description**  
**Director of Early Childhood Education**  
**Level 5**  
**Exempt**

**I. MAJOR PURPOSE**

The Director shall guide staff and administer the early childhood education programs within the vision and ministry of the Rancho Bernardo Community Presbyterian Church, within the State of California Community Care Licensing Regulations and within the National Academy of Early Childhood Programs Accreditation Criteria.

**II. SCOPE**

The Director of Early Childhood Education shall be responsible for the entire operation of all Early Childhood Education programs. The Director shall strive for quality in educational programming, excellence in qualifications and performance of staff and continual Christian outreach to families.

**III. MAJOR RESPONSIBILITIES**

- A. Serve as administrator over all aspects of the Preschool to include;
- B. Staff planning and implementation of a developmentally appropriate curriculum
- C. Develop active relationships with each family served.
- D. Parent education and support for families of young children in this preschool, church and community
- E. Hiring, supervising, mentoring and supporting staff, both day to day and with continued education
- F. Oversee the Preschool budget, record keeping and all licensing/accreditation requirements
- G. Maintain both classroom and playground environments
- H. Provide creative vision and development of opportunities to partner with community based groups and/or develops stand alone programs which support families in our congregation and community and are consistent with the mission of the Preschool.
- I. Serve as a member of the RBCPC staff, serve Jesus Christ in word and action with the children, staff, families of the Preschool, with the congregation and with the community.

**IV. SPECIFIC RESPONSIBILITIES**

- A. Oversee all aspects of the Preschool.
  - 1. Appoint, guide and supervise Lead Teachers, Teachers, Assisting Teachers

Administrative Staff, Parent Educators in an effort to work as a team in developing and maintaining a developmentally appropriate curriculum, strong parent and community education opportunities, strong partnerships with community based groups supporting the education of young children and their families.

2. Maintain an ongoing personal professional growth program.
  3. Maintain an ongoing professional growth program for Preschool staff including yearly evaluations and goal setting.
  4. Plan for and lead staff meetings.
  5. Work within and lift up the Child Safety Policy of RBCPC.
  6. Plan for evaluation of the development and individual needs of the children.
- B. Responsible for all administrative duties required for the operation of the preschool ministry. These are to include but not limited to:
1. Responsibilities related to the support of children and families.
    - a. Supervise admission, classroom assignment and discharge of each child. Insure that complete and current records are maintained for each enrolled child.
    - b. Build relationships with each child and family served.
    - c. Be responsible for the selection, purchase and maintenance of all supplies, and equipment.
    - d. Maintain emergency plans and supplies.
    - e. Maintain compliance with all health, safety and licensing regulations.
    - f. Guide and support the special events of the Preschool including Craft Fair and Women's Nights.
    - g. Maintain knowledge of and communication with school districts, services, community programs which provide support for young children and families.
  2. Fiscal responsibilities:
    - a. Develop a proposed annual budget with the Preschool Committee, present proposed budget to the RBCPC Human Resource and Administrative Committees for approval.
    - b. Insure adherence to the budget.
    - c. Supervise collection and record keeping of Registration Fees, Tuition Fees, Lunch Bunch Fees, and all expenditures of the Preschool.
- C. Promote communication and education of preschool age families in the Preschool, church and community.
1. Responsible for contacting parents when a child is sick or injured.
  2. Establish and maintain opportunities for school/family interactions to include formal and informal, written and verbal.
  3. Provide parent education and/or support opportunities.
  4. Give support, guidance and nurturing to families.

5. Maintain a knowledge and support of other RBCPC programs and ministries.
- D. Serve as a liaison between the Preschool, the Church staff, Session and Congregation.
    1. Attend scheduled ECE Committee meetings and inform the committee of program activities and needs. Report back to ECE Staff from the ECE Committee.
    2. Serve as a resource to other RBCPC ministries.
    3. Attend RBCPC staff meetings as directed by Senior Pastor.
    4. Schedule ECE Events on church calendar.
    5. Work with Facilities Staff concerning cleaning and maintenance.
  - E. Be a witness to Christ in daily life and in leadership.
    1. Guide staff in building relationships and curriculum which reflects God's love with the children and their families.
    2. Reflect Christ's love when counseling with parents and staff.

## **V. WORKING RELATIONSHIPS**

- A. The Director is responsible to the ECE Committee, and reports to the Executive Pastor.
- B. The Director relates with the entire RBCPC staff.
- C. The Director supervises the Assistant Director, Administrative Staff, Teachers, Assisting Teachers, Parent Educators and Volunteers.
- D. The Director relates and coordinates with Community based programs which support young children and their families; i.e. PUSD, SD Dept. of Education.
- E. The Executive Pastor evaluates the Director.

## **VI. QUALIFICATIONS**

- A. The Director shall display a passion for young children, families and sharing God's love.
- B. The Director shall demonstrate flexibility and possess an understanding of children, families and group relationships.
- C. The Director shall demonstrate a strong knowledge of early childhood development and a willingness to lead and take responsibility.
- D. The Director shall meet all the requirements of the California State Community Care Licensing including training, health, and fingerprint clearance.
- E. The Director shall demonstrate a willingness to work within and affirm the vision and ministries of RBCPC.