PRESCHOOL DIRECTOR

PRESCHOOL DESCRIPTION: Joyful Beginnings is a Christian Preschool licensed to serve children 2-6 years of age. Through a play-based learning environment, our program is designed to support children in all major areas of development; social, emotional, physical and cognitive. We are devoted to having a child centered approach to learning. Our school has been serving children for over 20 years, is located in Lafayette and is situated within our Church campus. We currently operate a morning program with extended afternoon care and the possibility of future expansion.

DESIRED PERSONAL AND CAREER CHARACTERISTICS:
The desired applicant should possess the following personal and career characteristics;

- Is a nurturing and creative education-minded individual with a passion for early childhood learning and desire to place children's educational, emotional, social and spiritual needs first.
- Have an understanding of Developmentally Appropriate Practices (DAP).
- Able to work collaboratively and lead and mentor a team of teachers and aides in a professional manner.
- Applicants will have the ability to communicate with children, families, staff and Church Council support members with excellent interpersonal, verbal and written communication skills.
- Will be organized and have attention to detail.
- Possess the desire to support a Christian based program.
- Have literacy of basic computer skills and programs.
- Our desired applicant possesses qualities of reliability, and trustworthiness.

POSITION DESCRIPTION:
The Preschool Director/Head Teacher is responsible for the leadership of the overall Preschool program and is expected to be an active part of the teaching staff working with children each morning. This position is a member of the church staff and works collaboratively with an oversight Council. Required responsibilities include but are not limited to the following:

RESPONSIBILITIES:

- Facilitate individual age appropriate curriculum and lesson planning in all school operations.
- Lead, mentor and support staff (2 teachers/2-3 aides). Promote and encourage continued education and career growth. Hold semi-annual performance reviews and goal setting.
- Collaborate and plan with staff and Council the short and long term vision of the program.
- Directly responsible for teaching varied ages 5 days a week.
- Work jointly with the Finance Representative and Council in the development and implementation of the Preschool budget, tuition, staff compensation, educational materials, facility maintenance and occasional fundraising.
- Promote enrollment through showcase opportunities within the community and school. Coordinate registration process.
- Establish and maintain family relations. Nurture a safe, welcoming and positive environment for children, families and staff.
- Bridge the relationship of Preschool and Church through outreach.
- Assures compliance with all requirements of State and local laws and regulations as well as State Labor Laws.
- Maintain enrollment and medical records for all students. Maintain personnel files.

EXPERIENCE:

- Preschool teaching experience at all age levels.
- Prior Director or Assistant Director experience preferred.
- Meet Early Childhood Education requirements for California Community Care Licensing.

If you meet the requirements outlined above, please respond to Karen Schroter (karen.schroter@yahoo.com) with your name and contact information, resume and cover letter. We will contact you with the documentation required to further the application process.

Our Preschool operates parallel to the local School District calendar (Late August – Mid June) with summer school options. This is a salaried position. Health benefits are not available.