

PRESCHOOL DIRECTOR

Knox Presbyterian Preschool

Knox Preschool is a ministry of Knox Presbyterian Church in Ladera Heights. We share God's grace and love through joyful worship, mutual support, and reaching out in service to others. Our preschool ministry is part of the way we reach out in service while teaching the biblical story of Jesus and God's love. Our goal is to accompany parents in the spiritual and academic development of their children. The Preschool is open to children and families of all backgrounds.

Children's Program

- a. Maintain, develop or modify curriculum to meet the needs of children enrolled in the Preschool
- b. Arrange for a sound nutrition program.
- c. Plan special learning experiences, such as visitors and field trips.
- d. Manage supplies and replace as needed.

Staff

- a. Supervise all teachers
- b. Arrange, plan and preside at weekly staff meetings, whose focus is team building
- c. Recruit applicants to fill staff vacancies.
- d. Maintain personnel files for each staff person, documenting incidents as they occur.
- d. Oversee curriculum/lesson planning.
- e. Orient new teachers.
- f. Create and implement an in service training program, allowing staff strengthened by "best practices" in the area of early childhood education
- g. Address and resolve conflicts following Biblical principles and established grievance procedures.
- h. Keep Preschool Staff handbook current, submitting changes to the Church Session for approval.
- i. Meets regularly with and maintains a healthy working relationship with the Pastor (supervisor).

Enrollment

- a. Develop and continually enhance a public relations program in order to increase enrollment, including: email lists, the development and distribution of promotional materials,

brochures, a website, open houses, etc. Enroll children on a first-come basis

- b. Interview parents of prospective students.
- c. Familiarize parents of new students with school policies.
- d. Work with the Preschool Board to develop long term plans to facilitate the growth of the Preschool.

Fiscal Responsibilities

- a. Prepare an annual budget and analysis.
- b. Operate the school within the budget.
- c. Purchase equipment and supplies, including food.
- d. Track enrollment and fees.
- e. Handle petty cash.
- f. Report regularly to the Knox Nursery School Board and church session on school finance.

FOSTERING RELATIONSHIPS between:

- THE PRESCHOOL and the CONGREGATION The Director finds ways to welcome the preschool families into the fellowship and worship life of the congregation. The Director will develop an email contact list to assist in communicating with the parents of preschool students.
- THE PRESCHOOL and the wider COMMUNITY. The Director seeks creative ways to serve an increasing number of families in our community and to connect with a VAST array of resources, both public and private.

Health and Safety

- a. Plan and implement a health program for the school.
- b. Keep health records and physicians report for children, volunteers and staff
- c. Stay current with local and state code/licensing requirements
- d. Prepare activities to teach children traffic safety.

REQUIREMENTS

In addition to the ability to fulfill the above job description, applicant must

- a. Meet the state of California requirements for a preschool director. Current license preferred.
- b. Be willing to maintain the Christian orientation of the school.

CONTACT

Resumes or letters of interest should be sent to knoxpastorla@gmail.com by April 22, 2012.

Inquiries can be made at that email or 323-292-0654.