**Position Title: Preschool Director**

**Reports to: Pastor, Preschool Board Chair**

**Position Summary:**

Our Redeemer Lutheran Church and Preschool has successfully served the community in Oxnard since 1950. The school is an outreach ministry of the congregation and as such seeks a Director who will support and promote the ministries of the congregation while working with the congregation and other staff to create an effective and harmonious ministry.

**Responsibilities:**

1. Ensure a safe learning environment for all students. This includes but is not limited to:
   1. Fulfill all requirements as required by the Community Care Licensing Division, State of California and other entities.
   2. Ensuring adequate staffing for the school year. Establish appropriate chain of command to follow in the case of temporary absences.
   3. Continually monitor and test emergency procedures, updating them as necessary. Maintain emergency procedures communication with parents.
2. Ensure a high quality and nurturing learning environment for all students. This includes but is not limited to:
   1. Supervise the planning of curriculum, daily schedule, and special events.
   2. Arrange for in-service training and conduct Teacher/Staff meetings.
   3. Perform formal observations/evaluations of all teachers and staff each semester.
3. Ensure a well-managed school. This includes but is not limited to:
   1. Manage all activities needed to register students; and properly maintain their records each school year.
   2. Maintain all teacher and aide records; i.e. teaching license, daily attendance, current health certificates, first aid certificates, etc.
   3. Manage finances of the school; assist in budget preparation; manage expenditures; and collect tuition.
4. Effectively promote the school in the community and in the church.
   1. Manage school publicity; provide newsletter to the school parents and to the church. Provide preschool families with information about church activities.
   2. Participate in congregational activities as necessary, including the scheduling of students participating in worship at various times throughout the school year.
   3. Coordinate with the church on joint activities; oversee the transformation of multi-use areas as needed.
   4. Represent the school at national, state, county level organizations.

**Requirements:**

1. Bachelor’s degree in Child Development or Early Childhood Education
2. Site Director Permit combined with two-years’ experience as a Site Supervisor or Preschool Director.
3. Minimum of two years of teaching experience in a preschool and/or Early Childhood Education Center
4. Bilingual (English/Spanish) preferred
5. T.B. Test Results; Live Scan Clearance; First Aid Certification; All applicants are required to complete the pre-screen Background; Clearance, and Drug Testing.

**Physical requirements.**

1. Frequently get up and down from floor or chair to assist children.
2. Kneel to child level.
3. Move quickly to assist child in emergency.
4. Stand and move to different levels in the outside play area while watching children at play.
5. Access supplies and curriculum materials from high and low cupboards and shelves.
6. Physically restrain an out-of-control child as per training.

**Position**

Salary of $40,000-50,000 DOE

Full-time, salaried, exempt

Benefits include paid vacation and paid holidays

Workweek occasionally includes some evenings and weekends as necessary