



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director	<b>DATE:</b>	March 11, 2024
<b>DEPARTMENT:</b>	Discoveryland Child Care Center	<b>REPORT TO:</b>	SCC Office of Education
<b>STATUS:</b>	Exempt Full Time	<b>SALARY RANGE:</b>	\$50,000 - \$65,000

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### JOB SUMMARY

Support the Southern California Conference (SCC) in accomplishing its mission, “to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools” and its core values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships & team.

The Preschool Director is responsible for overseeing the daily operations and overall management of the facility. This leadership role involves creating a positive and nurturing environment for infants and young children, ensuring compliance with regulatory standards, managing staff, fostering strong relationships with parents and the community, marketing, and financial management. The director will create a loving, friendly, and safe environment for children and promote a positive and optimistic spiritual demeanor exemplifying SDA values and beliefs.

\*\*The requirements listed below are representative of the knowledge, skill, and/or ability required and physical and mental demands of the job described.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### 1. Regular Attendance

#### 2. Leadership and Management:

- Provide visionary leadership to create a positive and inclusive preschool environment.
- Oversee the recruitment, training, and supervision of teaching and administrative staff.
- Develop and implement policies and procedures to ensure a safe and effective learning environment.
- Manage the school’s finances, budgeting, spending, and marketing.
- Manage personnel including hiring, scheduling, and firing according to state and SCC regulations.
- Conduct monthly Preschool Board meetings.

#### 3. Educational Program Development:

- Collaborate with teachers to design and implement a developmentally appropriate Christ focused curriculum.

- Monitor and assess the effectiveness of educational programs, making adjustments as necessary.
- Foster a culture of continuous improvement and professional development among the teaching staff.

**4. Regulatory Compliance:**

- Ensure compliance with local, state, and federal regulations related to preschool education.
- Maintain accurate records and documentation to meet licensing requirements.
- Conduct regular safety drills and inspections to ensure a secure environment.
- Provide for the health and safety of children and staff at all times.
- Comply with the policies and procedures of SCC, including but not limited to those in the Employee Handbook and the NAD Working Policy.

**5. Parent and Community Engagement:**

- Establish and maintain strong relationships with parents, fostering open communication.
- Organize and participate in parent-teacher conferences, workshops, and events.
- Collaborate with community resources to enhance the preschool’s offerings and support.

**6. Perform other duties as assigned.**

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily.

- Be a member of the Seventh-day Adventist church in good standing.
- Have a proven track record of effective leadership, judgment, collaboration, learning and character above reproach.
- Possess well-developed social/emotional skills.

**Education and/or Experience**

1. BA in Early Childhood Education, Child Development or related field to include 3 semester units related to infant care and 3 semester units in administration or staff relations.
2. Proven experience in a leadership role within a preschool or early childhood education setting.
3. Knowledge of local, state, and federal regulations pertaining to preschool education.
4. Excellent organizational and managerial skills.
5. Strong communication and interpersonal abilities.
6. Current CPR and First Aid certification

**Core Competencies**

1. Leadership and visionary thinking.
2. Team management and collaboration.
3. Regulatory compliance.

4. Curriculum development.
5. Parent and community engagement.
6. Problem-solving and decision making.
7. Emotional intelligence.

**Knowledge, Skills and Abilities:**

1. In-depth knowledge of early childhood education principles and practices.
2. Strong understanding of child development theories and age-appropriate learning strategies.
3. Excellent organizational and time-management skills.
4. Effective communication and interpersonal skills.
5. Proficient in education related computer applications such as word processing and other relevant educational software.
6. Ability to adapt to changing needs and priorities in a dynamic preschool environment.
7. Demonstrated commitment to fostering a diverse and inclusive educational environment.

**Required Personality Traits:**

1. **Patience:** The ability to remain calm and composed in challenging situations, especially when dealing with young children or addressing concerns from parents.
2. **Adaptability:** A flexible and open-minded approach to adapting to the evolving needs of the preschool staff and children.
3. **Empathy:** A deep understanding of the needs and emotions of both children and parents fostering a compassionate and supportive atmosphere.
4. **Leadership:** The capacity to inspire and guide a team, promoting a positive and collaborative work culture.
5. **Communication Skills:** Clear and effective communication, both written and verbal, to interact with staff, parents, and community members.
6. **Professional Work Ethic:** Dependable, tactful, and discrete with superiors, staff, and parents.

**Certificates, Licenses, Registrations**

1. CA Child Development Site Supervisor Permit OR Program Director Permit
2. CPR/First Aid Certification

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision and ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.