

## **Director of Rose Hill Christian Preschool**



### **ROSE HILL CHURCH**

Rose Hill Church<sup>i</sup> (Kirkland, WA) is hiring a Preschool Director to lead and oversee our preschool. The preschool is a ministry of the church and has deep roots in the community, having been in continuous operation for 40 years, and continues to be a vibrant place

impacting kids and preparing them in academic development, social/emotional development, and faith development. We're looking for a Christian with experience as a Teacher or Director in a school setting who can support the mission and vision of the preschool as it fits into the mission and vision of Rose Hill Church. A leader who loves kids, works well with others, has a warm and sincere heart, faith in Christ, administrative abilities, and a sense of humor will fit right in. Please email your cover letter and resume to [office@rosehillpc.org](mailto:office@rosehillpc.org) or call 425-827-4649.

**Position Title:**

Director, Rose Hill Christian Preschool

**Reports To:**

Pastor/Head of Staff

**Time Requirement:**

Exempt<sup>ii</sup>, 40 hours per week during school year, less in the summer.

**About the Preschool:**

Rose Hill Christian Preschool incorporates Christian principles into every aspect of our program. We offer three classes: 3's, 4's, and Pre-K. We foster individual growth through the understanding of God's love and power and nurture a positive attitude toward learning and discovery. Our students learn to function as a positive member of a group and develop emotional resilience and responsibility. The Preschool is a ministry of Rose Hill Church and operates under the guidance and authority of the church leadership. The person in this position will provide vision, leadership, and direct involvement for/in the preschool and its staff. Go to [www.rosehillchristianpreschool.org](http://www.rosehillchristianpreschool.org) for more information about the preschool, and [www.rosehill.church](http://www.rosehill.church) for more about the church.

**The Preschool Director at Rose Hill Church** is part Administrator and part Teacher.

### **Administrator**

A successful Preschool Director is able to independently orchestrate the life and cadence of the preschool. A Director has to set and work within a budget, manage their staff, and keep the school running without outside supervision.

### **Responsibilities**

Fiscal

- Under the oversight of the Session, and with guidance from the Pastor/Head of Staff and Finance staff, develop an annual budget (including setting tuition rates) for the preschool based on total expected tuition, and operate within the budget.
- Collect and record tuition and other payments and be responsible for delivering them to the Treasurer.
- Remind parents who are late or delinquent about payment.
- Be responsible for purchase and tracking of all preschool supplies.
- Be responsible for preschool furnishings and equipment maintenance, replacement, and additions.

## Personnel

- Supervise Preschool staff (daily work, performance reviews, staff meetings, etc.)
- Establish work schedules for all preschool staff and schedule substitutes when necessary.
- Act as liaison between parents and teachers.
- Work with the church Pastor/Head of Staff to establish staffing plans for the preschool.
- Participate in the selection and hiring process for teachers and aides as directed by the Pastor/Head of Staff.
- Maintain a list of suitable substitute teachers/pre-approved parent volunteers

## Administrative Duties

- Manage the daily operation of the preschool.
- Coordinate registration and enrollment of all new and returning students.
- Be responsible for maintaining current class lists.
- Be responsible for developing, updating, and maintaining the parents' handbook, and forms for registration and student information.

## Communication

- Keep in touch with parents through face-to-face, phone, and email communication.
  - a) Any concerns regarding student progress.
  - b) Conferences with as need determined by staff or parents.
  - c) Be available before or after class.
- Prepare and distribute monthly newsletter to parents.
- Be responsible for an article (every other month or so) to be published in the Messenger of Rose Hill Church.
- Maintain communication with church staff outside the preschool and attend church staff meetings whenever possible.

## Teacher

A successful Preschool Director is also the head teacher at the preschool, directly teaching, mentoring, and nurturing students. A Director is able to plan for success by setting the curriculum and designing the physical space.

## Responsibilities

### Curriculum

- Choose/plan curriculum for each class (3s, 4s, 5s) for the school year.
- Meet weekly with teachers to review lesson plans.
- Help plan and facilitate field trips and special events.
- Work with other staff in planning and presentation of Parent Orientation, Christmas Presentation, Mothers'/Fathers' Day Parties, End-of-School Presentation, twice-a-year "Preschool Sundays."

### Teaching Duties

- Responsible for presenting daily Bible stories to each class.
- Responsible for giving instruction regarding students' assignments.
- Oversee student activities and student interaction.

- Fill in for preschool teachers if necessary on an emergent basis.

#### Environment

- Work with Preschool staff to determine and oversee environment, classroom decorations, learning centers, safety precautions, etc.
- Assist with preparations of craft projects
- Be available for weekly classroom set-up and take-down.

## Matters of Faith

- Christ-centered behavior at all times. (Treating all parents, students, and staff in a Christ-like manner: with dignity, respect, compassion, and integrity.)
- Must possess a Servant's Heart.
- Agreement with the general practices and faith of Rose Hill Church and its ECO denomination, and ability to represent the views of the Church to parents, students, and staff.
- Be a part of the life and community of RH Church as a regular Sunday attendee.

## Skills

- Ability to maintain a safe learning/work environment for students and staff.
- Ability to recognize and maintain confidentiality as appropriate.
- Good verbal and written communication skills. Legible writing skills.
- Good organizational skills.
- Self-motivated and flexible.
- Ability to work well under pressure and in a fast-paced working environment with minimal supervision.
- Ability to think and act promptly and professionally.
- Experience and skill in conflict resolution.

## Other Requirements

#### Certification

- Bachelor's Degree in Child Development, preferred but not required.
- A minimum of three years preschool teaching experience, preferred but not required.
- A minimum of one-year experience as a Preschool Director, preferred but not required.
- A current and valid Child Development Associate (CDA) Certificate.
- Must have current Pediatric CPR and First Aid Certification.
- General knowledge of federal, state and local laws regarding employment practices.
- Successful completion of a background check.

#### Physical Demands

- Regularly required to talk, listen, sit and use hands to interact with students; also to stand, walk, and reach with hands and arms; stoop, kneel or crouch.
- This position also may require long periods of standing up and walking.
- May occasionally lift, move or carry up to 30 pounds.

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<sup>i</sup> Rose Hill Church is a part of the ECO Presbyterian denomination: <http://eco-pres.org>

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<sup>ii</sup> Exempt employees are expected, by most organizations, to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position. Thus, exempt employees have more flexibility in their schedules to come and go as necessary to accomplish work than non-exempt or hourly employees.