

Job Announcement: Director of St. James Preschool and Kindergarten

Target Start Date: ASAP

866 Imperial Beach Blvd. Imperial Beach, CA 91932

619-424-6166

Email Resumes to: office@stjamesib.org

St. James Lutheran Preschool and Kindergarten in Imperial Beach, CA is looking for a Full-Time experienced Lutheran or Christian who can work within the Lutheran tradition. We are looking for an active member of a Christian church preferably of the Lutheran Church-Missouri Synod. We are looking for a person who lives with the highest of Christian morals and serves with a Christ-like attitude. The director's duties will include attending St. James Lutheran Church when there are shared church/school programs and activities. The Applicant should be able to manage the day-to-day operations of our growing Preschool program which serves children ages 2 years through Kindergarten.

Knowledge of best practices, State Licensing, curriculum development and positive team leader required. Responsibilities include oversight of the day-to-day operation of a growing Preschool program, providing quality faith based child-centered kindergarten readiness. The ideal candidate is passionate about Early Childhood Education, has classroom management experience, and is very organized, self-starter, a solutions oriented leader with excellent communication skills and a proven record of maintaining effective relationships with staff, parents, and children. Knowledge and experience with California Licensing regulations is a must. Classroom management, curriculum planning and execution experience is a must. Must meet all State of California Licensing requirements. St. James is currently connect to the QPI program.

Responsibilities:

- Direct, organize, and supervise all child development preschool programs
- Instruct preschool-aged children in activities designed to promote intellectual, creative and spiritual growth
- Create a fun and safe learning environment
- Develop schedules and routines to ensure adequate physical activity, rest, and playtime
- Establish and maintain positive relationships with students and parents
- Communicate with parents on students' growth and progress
- Maintain the health and safety of all students
- Utilize policies, practices, strategies, research, and theories of early childhood development.
- Implement strategies and practices that improve student outcomes.
- Develop practices, programs, theories, and strategies that eliminate barriers for students to achieve academically, socially, emotionally.
- Teach the Christian faith as part of the curriculum and pray with students
- Market the school for new admissions.

Ability to:

- Meet with local Service Organizations; attend workshops.
- Apply an exemplary work ethic directed at continuous learning and improvement.
- Improve outcomes for students.
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
- Maintain positive relationships with school and District personnel.

- Manage complex administrative operations and work with other administrations.
- Express ideas, thoughts, and concepts in a concise and logical manner, both written and oral, in a variety of situations and circumstances.
- Initiate action and proceed independently, maximizing resources which includes motivation of personnel.
- Collect and analyze information and consider alternatives, predict and evaluate consequences.
- Consistently make sound decisions and ability to build consensus.
- Exercise discretion and confidentiality.
- Set clear, concise, realistic, time-bound, and measurable goals and objectives.
- Prepare comprehensive narrative and statistical reports and maintain related logs. Review and analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.
- Work with the ProCare software childcare management program.

Qualifications:

- Must be extremely familiar with California Title 22 Rules and Regulations
- Director qualified and equivalent work experience.
- Computer Skills
- Familiar with Military Fee Assistance Program
- Familiar with CalWorks subsidy program
- Certifications with NAEYC/COA/NAC/NECPA/LTD or able to acquire
- Previous experience in childcare, teaching, or other related fields
- Passionate about working with children
- Ability to build rapport with children
- Positive and patient demeanor
- Excellent written and verbal communication skills
- 15 hours of Health and Safety Training/First Aid CPR
- Proficiency in Microsoft Office including but not limited to, Word, Excel, and PowerPoint
- Letter(s) of Recommendation (3 letters of professional recommendation)
- Best Candidate will provide Resume (with at least 5 years of experience)

Those interested in applying should include the following:

1. Statement of Christian Faith
2. Letter of Introduction
3. Resume
4. Two or Three Letters of Recommendation
5. Clear background/fingerprint Livescan
6. Valid child CPR and First Aid card
7. Clear TB test

This job description intends to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position.

Salary \$42,000-\$45,000