



# ROLLINGHILLS

## COVENANT CHURCH

### JOB DESCRIPTION

<b>Title</b> Director of RHCC Preschool		<b>Reports to:</b> Director of Children's Ministries	
<b>Department</b> RHCC Preschool		<b>Effective Date</b>	
		<b>Supersedes Date</b> February 28, 2014	
<b>Personnel Commission Signature</b>		<b>Date</b>	
<b>Human Resources Signature</b>		October 20, 2020	
<b>Our Vision:</b> Valuing our strategic international location, our passion is to be a church family of committed disciples of Jesus as diverse as our community, who reflect the beauty and love of Jesus, and who urgently takes the Gospel of Jesus to our neighbors and to the nations.			

#### 1. POSITION SUMMARY

The Director shall be responsible for the operation of RHCC Preschool in compliance with the state regulations set forth in Title 22, Division 12. The Director will act as lead administrator to ensure best practice and a safe environment for all programs, overseeing the creation of policies, management of staff, and development of curriculum that meets standards set by law. The Director will oversee the development of each child's biblical education through the recruitment and training of paid personnel. The Director must be a member of Rolling Hills Covenant Church and work in creating partnerships with Children's Ministries.

#### 2. PRINCIPLE DUTIES AND RESPONSIBILITIES

##### a. Core Values

Responsible to support the RHCC Purpose Statement, Vision Statement, and its Core Values in the following ways:

1. Spiritually mature as evidenced by observable walk with Jesus Christ as Lord and Savior
2. Committed to the Bible as God's Word and the authority for Christian living above the values of tradition and culture
3. Committed to the intentional cultivation of the inner life through worship, study of the Word, and prayer
4. Dedicated to ministering to people in a warm manner that leads to a closer understanding of the sufficiency of Jesus Christ

##### b. Adheres to Policies and Procedures

Complies with state licensing requirements, church-wide/Children's Ministries policies and procedures, and fulfills the expectations set forth in the annual signed contract between employer and employee.

**c. Areas of Emphasis**

Partners with Rolling Hills Covenant Church in the promotion of the preschool and the shepherding of RHCC Preschool families.

1. Administrative responsibilities include:
  - Hiring, support and evaluation of staff
  - Leadership and collaborative implementation of academic and spiritual curriculum
  - Classroom, staff and calendar management
  - Oversight of payroll, budget and accounting, tuition rates, enrollment, and state licensing compliance
  - Acting member of the Preschool Board of Directors
  - Providing marketing and social media strategy to increase enrollment and improve preschool programs
2. Maintain knowledge of current best practice in the field of early childhood education and stay current with enrollment expectations of local kindergarten programs
3. Maintains active communication with families to foster parent-school relationships, training and support
4. Maintains classroom and playground safety; including fire, earthquake, and lockdown drills
5. Provides religious instruction to the all classes
6. Provides spiritual counseling as needed to RHCC Preschool families
7. Partners with the Children’s Director in maintaining a strong relationship between RHCC Preschool and the wider church

**d. Documentation/Information Management**

Maintains confidentiality in all matters pertaining to the school, personnel and sensitive family information.

**e. Development/Professional Growth**

Attends classes and seminars as necessary to improve knowledge and skills

**f. Budget Responsibility**

Oversees RHCC Preschool budget, including assisting with the reconciliation of accounts

**g. Other duties as assigned within general scope of job and competencies**

**3. GENERAL DUTIES AND RESPONSIBILITIES**

**a. Supports the RHCC Purpose Statement, Vision Statement and Core Values in the following ways:**

1. Spiritually mature as evidenced by observable walk with Jesus Christ as Lord and Savior

2. Commitment to the Bible as God’s Word and the authority for Christian living above the values of tradition and culture
3. Commitment to the intentional cultivation of the inner life through worship, study of the Word, and prayer
4. Dedicated to ministering to people in a warm manner that leads to a closer understanding of the sufficiency of Jesus Christ
5. Possesses the gift of pastor-teacher (Ephesians 5:1-4)

**4. LEADERSHIP AND SUPERVISION**

Guides and directs teachers and staff to provide the best experience for students.

**5. PERSONAL DEVELOPMENT**

Attends classes and seminars as necessary to improve knowledge and skills.

**6. SUPERVISION**

- a. Supervises: RHCC Preschool teachers and staff
- b. Supervisory Authority: Directs hire and evaluation
- c. Supervised by: Director of Children’s Ministries

**7. EDUCATION – EXPERIENCE – SKILL REQUIREMENTS**

**Must have one of the following:**

- A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least one year of teaching experience in a licensed child care center or comparable group child care program.
  - Three semester or equivalent quarter units shall be in administration or staff relations.
- A current California Commission on Teacher Credentialing Supervisor or Director Permit

**Must fulfill all of the following licensing requirements:**

- TB test Clearance
- Fingerprint Clearance
- 15 hours training Pediatric First Aid/CPR/Health and Safety (Including Nutrition Component)
- Mandated reporter certificate
- Must pass a physical examination at the time of hire
- Provide proof of the following immunizations as required: Measles, Pertussis (Whooping Cough), and Influenza, to be renewed upon expiration

Reviewed and Acknowledged

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Signature

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Date: