



Sunset Christian Preschool (SCP) is a ministry of University Place Presbyterian Church (UPPC) drawing families from all over Pierce County. Partnering with our families, we plant the seeds of faith for our preschoolers along with meeting the educational and care needs for our families where our children feel safe and loved. We provide children a foundation of Christian faith alongside an educational experience that develops the whole child - spiritual, social, emotional, intellectual and physical. We seek to inspire a life-long love of learning through the development of each child's unique gifts and talents. SCP has a newly remodeled facility with eight classrooms (2-5yrs). In addition, we are a licensed facility offering care from 7:30AM to 4:00PM.

Position: Director of Sunset Christian Preschool

Reports to: UPPC's Minister of Youth and Children

Status: Full-time (35 hours/week) in conjunction with the school-year calendar & during the month of August, additional hours as needed.

Start Date: July 15, 2022 (earlier if possible)

Salary: Based on experience and education

PURPOSE: To effectively direct and oversee the SCP operations and staff in a manner which:

- Produces high parent and teacher satisfaction
- Meets/exceeds budget objectives
- Enhances SCP's reputation in the community
- Works to create a bridge into the church for families in the community
- Consistently reflects the values and covenants of UPPC internally and externally

LOOKING FOR SOMEONE WHO:

- Loves preschool kids and their families
- Has years of positive experience working in an educational setting, preference given to early childhood experience in a school setting
- Has experience/skill in curriculum development, teacher training and staff recruiting, management and leadership
- Is skilled in obtaining positive outcomes in conflict resolution situations
- Has a demonstrated record as a team player and builder
- Willing to attend UPPC on Sunday mornings, and have it be their home church

PRIME RESPONSIBILITIES

1. Leadership/Management

- Cast vision, implement structure and strategy for Sunset Christian Preschool
- Responsible for approval of all curriculum to be used in classrooms and Chapel time
- Work closely with Minister of Youth and Children on annual classroom schedules, budget and staff employment
- Lead family events; ex: Parent orientation, Christmas pageant, Fun Fair, and Chapel
- Successful in conflict resolution with staff and families

2. Staffing

- Supervise all SCP staff
- Provide monthly training and professional development opportunities for staff
- Have periodic one-on-one meetings with staff to check on them personally and professionally
- Support staff in communication with families
- Recruit to fill staff vacancies

3. Communication & Standards

- Establish policies and communicate to staff and families
- Attend monthly board meetings
- Maintain SCP website information
- Maintain all health and safety training and information
- Stay current with Washington State DCYF policies

KEY RELATIONSHIPS

- Connects with the community of Sunset Christian Preschool by being visible to and developing relationships with all preschool staff, families and their children
- Effectively supervises SCP staff
- Maintains close, complementary, supportive relationships with the UPPC Children's Ministry Team and Pastoral Staff with accountability to the Minister of Youth and Children

EDUCATION & EXPERIENCE QUALIFICATIONS

- Bachelor's Degree preferred with an emphasis in Early Childhood Education, Education or Special Education strongly preferred
- Minimum of 2 years of experience in overseeing childcare programs or early childhood education in a teaching position
- Minimum of 2 years of childcare supervisory experience
- State mandated clearances are required
- Annual 10 hours of STARS training
- WA ECE State Certificate (47 credits) or equivalent within 5 years of hire

To apply for this position or for further information please contact *both* Rob Clark, Minister of Youth and Children at rclark@uppc.org, and Lexi Barnett, Youth and Children Administrative Assistant at lbarnett@uppc.org. Application packets should include application, cover letter, and resume. We appreciate your interest; thank you for considering becoming a part of our team.

University Place Presbyterian Church (UPPC) and Sunset Christian Preschool (SCP) are communities of committed Christ-followers who strive to be the love of Jesus Christ to our surrounding community. At UPPC we have people from many faith backgrounds and no faith background worshipping, growing and serving together. The bottom line for us is Jesus is Lord and invites us to reach out to others in compassion, grace and authenticity.