

Job Opportunity

Closing Date Amended



Competitive

Position: **Preschool Director**

Job Vacancy Notice#: **RA-01-05**

Location: **The Rock Academy - Preschool**

Salary Range: **Negotiable Depending on Experience**

Employment Category: **Regular Full-time, Exempt**

Opening Date: **September 28, 2005**

Closing Date: **First Cut-Off: October 5th**
Open until filled

Area of Consideration: **All sources**

Brief Description of Major Duties: The Preschool Director is responsible for the overall operation of the Rock Academy Preschool. The Director is responsible for compliance with state and federal regulations, hiring and dismissal of preschool staff, communication efforts of the preschool. Additionally, has the authority to acknowledge receipt of deficiency notices and correct deficiencies that constitute threats to the children's health and safety. The Director reports to the Director of Schools. Develop and maintain a financial plan that ensures resources necessary to meet operating costs for the care and supervision of children. Maintain financial records and provide financial reports to the Director of Schools. Accountable for the supervision of the preschool staff. Establish policies concerning preschool operation that are in compliance with state and federal childcare regulations. Ensure that the preschool complies with all applicable laws and regulations for operating a preschool. Write and teach a weekly lesson plan with age appropriate activities for the age group served. Coordinate with Human Resources in recruiting, employing, training, directing, evaluating and terminating staff.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Bachelor's Degree in Child Development preferred but not required. Minimum three years of experience as a preschool director. Must have completed 15 hours of health and safety training pursuant to Health and Safety Code Section 1596.866. Must have three units in Child Development Administration plus three units in an Infant/Toddler class. Experience in conflict resolution. Ability to recognize and maintain confidentiality as appropriate. Ability to work well under pressure and in a fast paced environment with minimal supervision. Basic typing skills (30 wpm). Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Strong verbal and written communication skills. Legible writing skills. Strong organizational skills. Self-motivated and flexible. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Academy employee handbook. Member of the Rock Church (or willing to transfer membership to the Rock Church).

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, the Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply: visit the website at www.therocksandiego.org to download the application; mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.