

Job Opportunity



Competitive

Position: **Preschool Director**

Job Vacancy Notice#: **RA-01-08**

Location: **The Rock Academy**

Salary Range: **Negotiable Depending on Experience**

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

Opening Date: **26 May 2008**

Closing Date: **2 June 2008**

Area of Consideration: **All areas.**

Brief Description of Major Duties: The Preschool Director is a person of faith, spiritually mature and obedient in all aspects of the Christian faith, understanding of their God given purpose and gifts (spiritual and non-spiritual). The Preschool Director shall be responsible for the overall operations of the Rock Academy Preschool. The Director is responsible for ensuring compliance with regulations, for communications with the preschool staff; and has the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. Incumbent reports to the Executive Director of the Rock Academy.

Qualifications & Requirements: Confer with parents and staff to discuss educational activities and policies, and students' behavioral or learning problems. Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities. Set educational standards and goals, and help establish policies, procedures, and programs to carry them out. Monitor students' progress, and provide students and teachers with assistance in resolving any problems. Determine allocations of funds for staff, supplies, materials, and equipment, and authorize purchases. Coordinate with Human Resources for the recruitment, hiring, training, termination, and evaluation of staff. Direct and coordinate activities of teachers or administrators within the Rock Academy Preschool. Plan, direct, and monitor instructional methods and content of educational and student activity programs. Review and interpret government codes, and develop procedures to meet codes and to ensure facility safety, security, and maintenance. Determine the scope of educational program offerings, and prepare drafts of program schedules and descriptions, to estimate staffing and facility requirements. Develop and maintain a financial plan that ensures resources necessary to meet operating costs for the care and supervision of children.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Executive Director of the Rock Academy.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Must possess a SERVANT'S HEART. General knowledge of federal, state and local laws regarding employment practices. Must have a minimum of one-year experience as a preschool director. Bachelor's Degree in Child Development preferred but not required. (Must have completed 15 hours of health and safety training pursuant to Health and Safety Code Section 1596.866*). Must have 3 units in Child Development Administration plus 3 units in Infant/Toddler class. Ability to recognize and maintain confidentiality as appropriate. Demonstrated ability in social perceptiveness; being aware of others' reactions and understanding why they react the way they do. Excellent judgment and decision making skills. Demonstrated ability to motivate, develop and direct the work of others; identifying the best people for the job. Excellent verbal and written communication skills. Legible writing skills. Excellent organization skills. Self-motivated and flexible. Ability to work well under pressure and in a fast paced working environment with minimal supervision. Experience in conflict resolution. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Signed acknowledgement of the Rock Church's Statement of Faith.

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 may obtain a Criminal Record Check.

The Rock 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 does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply please visit the website at www.therocksandiego.org and fill out the application. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.