

Job Opportunity



Non-Competitive

Position: Assistant Preschool Director

Job Vacancy Notice#: RC-18-06

Location: The Rock Academy

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: May 2, 2006

1st Closing Date: Open until filled

Area of Consideration: All Sources

Brief Description of Major Duties:

The Assistant Preschool Director shall be responsible for assisting the Preschool Director in the operation of the Rock Academy Preschool, for compliance with regulations, and 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. Reports to the Preschool Director of the Rock Academy. Help to maintain a financial plan that ensures resources necessary to meet operating costs for the care and supervision of children. Maintain financial reports. Submit financial reports to the Preschool Director and Executive Director when requested. Accountable for assisting in the general supervision of the Preschool and for the establishment of policies concerning its operation. Knowledge of the requirements for providing the type of care and supervision children need, and the ability to communicate with such children. Knowledge of and ability to comply with applicable laws and regulations. Ability to assist in establishing and maintaining the preschool's policy, program and budget. Coordinate with HR in recruiting, employing, training, terminating, directing and evaluating staff. 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 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 Preschool Director of the Rock Academy.

Qualifications & Requirements:

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 an assistant 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. Good verbal and written communication skills. Legible writing skills. Good Organization skills. Self-motivated and flexible. Ability to work well under pressure and in a fast paced working environment with minimal supervision. Pleasant personality (ie. Speaking to people on the phone, visitors and staff.) Ability to think promptly and professionally. Experience in conflict resolution. Hands-on PC compatible computer knowledge, understanding and skill. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Basic typing (30 wpm). 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 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 please visit the website at www.therocksandiego.org and fill out the application and email application and resume to hr@therocksandiego.org . Or 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.