

**The Olive Branch
St Luke's Episcopal Preschool
December 12, 2015**

PRESCHOOL DIRECTOR JOB DESCRIPTION

Position Objectives:

Exciting opportunity to be on the ground floor as we open a small (32 maximum capacity), close-knit, Reggio-inspired, Episcopal Preschool in the heart of downtown Long Beach. The Director, with the support of the Preschool Board, will be responsible for the development of the preschool from licensing to aesthetics, curriculum to marketing and enrollment, staff hiring and everywhere in between.

About St. Luke's:

St. Luke's, Long Beach, is an inclusive, multicultural community pursuing spiritual and social transformation. All that we do and all that we are at St. Luke's comes down to love – love of God, love for one another, and love for all of God's creation. Additionally, we are committed to the full inclusion and spiritual development of children and teenagers as human beings, as Christians, and as present and future leaders. This starts in early childhood development. And so, with the support of the Vestry and the congregation, we have decided to further live out our mission by opening our own preschool. St. Luke's intentionally welcomes all people, whatever their religious background, race, gender, sexual orientation, or economic status, and we expect our school to do the same.

Reports to: Rector, St. Luke's Episcopal Church

Minimum Requirements:

- Children's Center Supervisory Permit; or BA in Child Development or Early Childhood Education and one year teaching experience; or AA in Child Development or Early Childhood Education and two years teaching experience, or at least 12 units in Childhood Development or Early Childhood Education, including curriculum planning, plus a minimum of 3 units Administration of a preschool setting, plus four years teaching experience.

Additional Qualifications:

This position requires professional knowledge of:

- Early childhood development theory, practice and program development.
- Knowledge of emergent curriculum, including the Reggio Emilia approach and anti-bias curriculum.
- Maintenance and administration of a budget, financial planning and administration.
- Federal and state regulations governing child development centers, early education, accreditation requirements and outcomes assessment.
- CDC operations including current child development theory and practice.

- Title 22 Licensing regulations, Health Department requirements, Fire requirements.
- Pediatric CPR by the American Red Cross or American Heart Association and pediatric first aid by the American Red Cross or comparable program.
- Experience with the development of a new start up preschool highly desirable.

Essential Duties/Responsibilities

A. Administrative

- Responsible for all activities associated with preschool start up including writing a parent handbook, overseeing website development and content, creating and maintaining a social media presence, creating communication strategy with both church and preschool families, creation of office structure and organization, creation of enrollment forms, applications, etc. and other duties as arise.
- Hire and train staff, and supervise staff on day-to-day operations of the preschool, ensuring that ratios of staff to student are met and that school policies and norms are maintained.
- Stay up to date on administrative requirements and tasks including, but not limited to, processing enrollments, maintaining attendance and safety records, ordering supplies, billing tuitions and posting tuition payments, and maintaining student files including medical and emergency contact information.
- Develop and implement marketing strategy to launch school and get enrollment to desired checkpoints.
- Meet monthly with Board and work closely with them to establish annual budget and monitor performance.
- Make recommendations to the Board regarding school policies, enrollment, personnel compliance issues, facilities, and marketing.
- Attend licensing workshop and complete licensing process.
- Maintain staff files, evaluations, confidential information, required paperwork, communications and children's files in an orderly and secure environment.
- Communicate effectively and professionally with all programs and staff that utilize St. Luke's facilities, including establishing our program and articulating our needs. Meet with rector and members of those programs as needed.

B. Curricular

- Develop, supervise and implement a Reggio-Emilia inspired preschool curriculum in accordance with the mission and philosophy of St. Luke's Episcopal Church and The Olive Branch Preschool.
- Participate in teaching classes as necessary, dependent on growth and hiring.
- Assist in designing and maintaining outdoor play environment that provides a variety of choices that are developmentally appropriate for children.
- Coordinate with Rector on inclusion of faith in curriculum.

C. Parents and Children

- Respect the dignity of every teacher, parent and child in the school, welcoming diversity among staff, children and families including racial and cultural, socioeconomic, religious affiliation and sexual orientation.
- Support the school's mission, philosophies, values, goals, and policies to parents, co-workers and the community.
- Maintain an environment of open doors and open communication with enrolled families.
- Get to know all children and help them become aware of their roles as integral members of our school.
- Display a professional and friendly attitude toward parents.
- Greet parents during child drop off and pick up, presenting yourself as an always-available face of the preschool.

The above-mentioned duties are primary duties only. There must be flexibility to accept and implement any further duties assigned by the rector or preschool board to assure the smooth running of The Olive Branch.

Please submit résumé, cover letter and list of references we may contact to office@stlukeslb.org with the subject line, "Preschool Director." The position is open at this time, until filled. For additional information or questions, you may email avila@stlukeslb.org or call 562-436-4047.

Salary range: \$42,000 - \$48,000, plus benefits.