

Terra Nova Christian Preschool

Terra Nova Church Center
1125 Terra Nova Blvd
Pacifica CA 94044

School Administrator/Teacher - Job Description

An exciting opportunity to lead a committed team of teachers in the development and implementation of an innovative preschool program for present and future generations.

The Preschool Administrator shall be responsible for all aspects of the operation of the school;

- for the creation and maintenance of an up-to-date curriculum and program;
- for publicizing and marketing the school;
- for ensuring compliance with regulations;
- for all aspects of staff and financial management;
- for communications with the licensing agency; and “shall have the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to the children’s health and safety.” (State of California)

Christian Principles

To find creative ways of maintaining the distinctly Christian nature of the Preschool, both in its program and atmosphere, while respecting the needs of those with other or no faith. The Preschool includes, as part of the curriculum, Biblical material. It is therefore important that the Administrator feel comfortable in teaching this material. To do this effectively and in good conscience, the Administrator will need to adhere to the Christian faith and demonstrate commitment to the Christian community.

Specific Duties and Responsibilities

I. Administration

The Preschool Administrator will:

1. Spend at least 20 hours per week in classroom teaching;
2. Maintain standards of child care and education according to the approval and consent of the Preschool Board;
3. Maintain a clearly defined program as outlined by the licensing board and the materials approved by the Preschool Board;
4. Keep current with developments in early childhood education and ensure that the Preschool’s programs and procedures are up to date in every area;
5. Organize the schedule of classroom use, staff hours, and school hours;
6. Attend the meetings of the Preschool Board and provide any reports or materials as

requested;

7. Make effective use of social media, technology, print and other media opportunities to market the Preschool, promote enrollment and communicate with parents;

8. Participate in professional and community organizations and conferences in order to keep abreast of research and development in early childhood education.

II. Finance

The Administrator will have full responsibility for the financial management of the Preschool. This should include but not be limited to:

1. Drawing up proposed annual budget for Board review and approval no later than October;

2. Supervising the work of a bookkeeper ensuring that all standard bookkeeping procedures are followed;

3. Exercising budgetary control and seek Board approval prior to all non-routine spending.

III. Facilities

1. Overseeing maintenance of clean and safe rooms, hallways, and bulletin boards;

2. Maintaining fire and other safety measures as required by the State of California;

3. Ensuring rooms are available for Church Center/ Sunday School use as requested;

4. Attending the regular meetings of the Joint Management Committee and provide any reports and materials as requested.

IV. Staff Management

1. Setting, maintaining and regularly evaluating standards of performance of all staff;

2. Maintaining up to date personnel files on all staff members ensuring that all regulatory requirements are current;

3. Hiring and terminating staff as needed or requested by Board and making recommendations as to the appropriate staff levels for current enrollment;

4. Holding regular staff meetings to enable the staff team to contribute to the running of the school;

5. Providing regular opportunities for individual staff communication.

Expectations

1. The Administrator will maintain confidentiality regarding Preschool students and families, unless otherwise directed by state requirements; discretion regarding staff; and candor with the Board of Directors. All Board proceedings are also considered confidential unless otherwise indicated.

2. The Administrator will present a professional and competent image of the Preschool to families, church members and the community at large.

3. The Administrator is responsible for *building* positive working relationships with staff, TNCPs families, and the Board.

Accountability and Evaluation

The Administrator is directly responsible to and under the supervision of the Board of Directors of the Preschool. The Board of Directors shall conduct regular evaluations of the performance of the Administrator.

Qualifications

The Administrator/Teacher must have completed one (or more) of the following (to meet CCL requirements):

- A current Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.
- A Bachelor's Degree with a major or emphasis in early childhood education or child development (3 semester or equivalent quarter units shall be in administration or staff relations) plus at least one year of teaching experience in a licensed child care center or comparable group child care program for children ages 5 and under.
- An Associate of Arts degree with a major or emphasis in early childhood education or child development (including 3 semester or equivalent quarter units in administration or staff relations) plus at least two years of teaching experience in a licensed child care center or comparable group child care program for children ages 5 and under.
- High school graduation or GED plus completion, with passing grades, of 15 semester or equivalent quarter units (including 3 in administration or staff relations) in courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum) plus at least four years of teaching experience in a licensed child care center or comparable group child care program for children ages five and under.
- Candidates must complete 15 hours of health and safety training if necessary pursuant to Health and Safety Code Section 1596.866.

In Addition, Candidates Will Need to:

- Have a current Department of Justice/FBI Child Abuse Index Clearance or pass CCL background and fingerprinting check requirements
- Provide copies of transcripts/ class certificates with ECE units and health training
- Complete a medical exam (as per CCL paperwork) upon employment including recent tubercular clearance (within past six months).
- Have (and provide documentation of) current Pediatric CPR and First Aid certifications.
- Have the physical capacity to perform regular maintenance tasks and interact with children, including picking up children who may weigh upwards of 40 lbs., standing for long periods, squatting, kneeling and sitting at the child's level for short and long periods.

Application

Candidates should submit a cover letter and resume along with a completed

application form and contact information for at least three professional references