

**PRESCHOOL DIRECTOR
FULL-TIME
Kalihi Union Church Preschool
Job Description**

\$50,000 to \$60,000

POSITION TITLE: Preschool Director
FLSA EXEMPT
REPORTS TO: Senior Pastor
POSITION STATUS: Full-time; salary

POSITION SUMMARY

This position administers the Preschool (PS) ministry of Kalihi Union Church.

GENERAL QUALIFICATIONS FOR THIS POSITION:

- A mature believer committed to Jesus Christ as Lord and Savior. Spiritual maturity proven in a previous personal ministry context and evidenced by a deep knowledge of the Bible and a pastoral heart for people.
- Knowledgeable in early childhood development, principles of learning, preschool activities and practices.
- Able to deal and speak effectively with young children, help plan and carry out relevant activities.
- Understands and accepts the goal and basic educational philosophy of Kalihi Union Church Preschool as described in the KUC Preschool Staff Handbook.
- Able and willing to work as a team member.
- Demonstrates a scripturally based social consciousness (Luke 4:18-19)
- **Education and Experience**
The education and experience required is in accordance with the “Rules and Regulations Governing Group Day Care Centers,” Department of Human Services §17-892.1-17, item (f).
 - (1) A bachelor’s degree from an accredited college or university preferably with courses in Early Childhood Education, Child Development, or related fields, and two years experience working with children; at least one of those years with children of the appropriate age to our preschool program; or
 - (2) Two years of college education, and four years experience working with children; at least one of those years with children of the appropriate age to our preschool program; or
 - (3) Child Development Associate (CDA) or approved post secondary credential, and four years experience working with children; at least one of those years with children of the appropriate age to our preschool program.
- Clearance of a state Department of Human Services criminal background check.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Maintains requirements related to administration, program, preschool staffing, health standards for children and staff, environmental health standards and physical facility standards for bi-annual inspection and renewal of license to operate KUC's Preschool. In addition, oversees and administers all facets needed to maintain the school's accreditation.
- Represents the preschool at the Association of Christian Schools International, State of Hawaii Licensing Agency, Department of Human Services, Hawaii Association for Education of the Young Child, Department of Health, and other State and City and County agencies.
- Develops the curriculum from the Christian perspective in accordance with the purposes and philosophy of KUC's Preschool.
- Supervises and coordinates the Preschool staff's work schedules, plans, programs, parent-child conferences and field trips.
- Conducts Preschool Staff meetings.
- Encourages Preschool staff growth and development by disseminating information regarding workshops, seminars, training sessions and courses which are available.
- Evaluates the total program with the Preschool staff and reviews its guiding philosophy and purposes.
- Interviews and recommends the hiring of Preschool staff for approval by the Council of Elders.
- Maintains records of each child enrolled.
- Reviews, receives, and receipts tuition and fee payments and submits payments to KUC's Bookkeeper for banking.
- Purchases program materials and equipment.
- Reviews and prepares the annual operating budget subject to the policies set by the Council of Elders.
- Supervises the total care and guidance of the children and monitors the direct care from 2:00 pm to 5:00 pm.
- Establishes and maintains effective oral and written communication with the Preschool staff, parents, children, church staff and Congregation.
- Develops and maintains publicity and advertising copy.
- Performs other similar duties as assigned by the Senior Pastor.

REPORTS TO

The Preschool Director is under the general supervision of the Senior Pastor.

SUPERVISORY DUTIES

The Preschool Director supervises the Preschool Teachers, Preschool Assistant Teachers and Preschool Aides.

MISCELLANEOUS

- Areas not covered in this job description will be established by the Council of Elders.
- Revisions to this job description will be made by the Council of Elders in accordance with the Church by-Laws and at their discretion.