



Title: Director of Early Education
(i.e. Preschool Director)

Reports to: Head of School

Supervision Given: Preschool Assistant Director, Preschool teachers

FLSA Status: Salary Exempt

Date Created: 2022

Parameters of Employment: 12-month, full-time for 2022-2023 school year
(starting immediately)

Employment Status: At-will

Position Overview:

The Director of Early Education is expected to faithfully employ his/her God-given gifts (i.e. Romans 12:7) to contribute to the mission of Calvin Christian School:

The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.

We are looking for a creative, talented and experienced person who knows his/her calling by their Lord & Savior Jesus Christ to serve and love Calvin's youngest image bearers and their families the way Jesus has called us to love, as the administrative early education program director. Our program serves children ages 2 through kindergarten prep age. The ideal candidate is able to articulate the nature of a Gospel-centric, whole-person, liberal arts education for preschool-age children.

To begin the application process, please complete the steps below. This position will be posted until filled:

1. On-line [General Employment Application](#),
2. E-mail the following **required documentation** to hr@calvinchristian.school :
 - a. Cover Letter
 - b. Résumé

- c. Written statement of philosophy of Christian Early Education, where candidate explains how his/her philosophy is in-line with Calvin's mission statement and "[our approach](#)" to fulfilling our mission.
- d. 3-4 letters of recommendation (one from a pastor who can attest to sincerity and maturity of Christian faith, and at least one from a trusted authority who could attest to your work and calling as an early education teacher and administrative skills)
- e. Official or unofficial copy of all college transcripts

Salary Range: \$64,064 - \$76,000 (dependent upon education, training and experience)

*Administrative salaries at Calvin Christian School are based upon a multiplier of placement on the respective teacher pay scale.

Benefits Offered: Insurance: Health, vision, dental & life
Retirement: 403b with Vanguard
Paid time-off and vacation

Other benefits: Administrators and teachers are expected to enroll their school-age children at Calvin Christian School, and as such there is generous tuition support

Spiritual Requirements:

- As a Christian School, we require all employees to be professing believers and followers of Jesus Christ as their Lord and Savior.
- Per Calvin's mission (and constitution), faculty and admin are expected to be members in good standing at a confessionally reformed church (e.g. URC, CRC, PCA, RCA, OPC). Additionally, administrators and teachers must be philosophically and behaviorally in-line with Calvin Christian School's Mission Statement, Statement of Faith and school biblical ethics policies.

Required Qualifications:

- The ideal candidate for Director of Early Education must be equipped by Spiritual calling, education and experience to perform the job outlined below. This person must be professionally prepared as a teacher of young children in the field of Early Childhood Education, and must be able to meet the requirements of the CA State Community Care licensing division.

- A minimum of 12 units in Child Development and 6 units in Early Education Administration. A BA/BS degree in Child Development is ideal.
- A minimum of two years experience as a lead teacher in a preschool classroom (5 or more ideal).
- This person must be a warm, caring, sensitive and mature individual who is able to relate well to children, parents, and the staff, as well as actively and constructively serve as a colleague on the CCS Administrative Team. The Director of Early Education will be viewed as a leader in the school. This person must have the personality and ability to provide leadership in a developmentally appropriate program. This person must have the ability to mentor and nurture the early education teachers and staff who serve on the team, creating a comfortable working, relational climate for the school. They must also have the ability to provide stability for program continuity.
- In addition to leading early education team meetings, the Director of Early Education must attend Administrative Meetings, a key portion of professional development days, serve as an administrative presence in school-wide events (i.e. sporting events, musicals, etc), as well as attend key school functions and meetings (e.g. Calvin Family Meetings). The successful Director of Early Education will work cooperatively with all staff and foster teamwork, and will be supportive of the school's educational philosophy and administrative (i.e. board) policies.
- As a member of the CCS Administrative Team, the Director of Early Education will participate in "Comprehensive Leadership Development," (CLD) which includes the articulated process for annual evaluation. As such, the Director of Early Education will conduct "Comprehensive Faculty Development" with all early education teachers.
- In-line with CLD, the successful Director of Early Education will have a passion for on-going professional development (i.e. love of learning), especially in the area of early education rooted in the robust Christian liberal arts tradition.
- Yearning for growth and maturity in his/her Christian faith and living the Christian life, including serving in the church (e.g. Living Romans 12 -- personal habits of daily devotion, prayer, Scripture memorization and reflection, discipleship, hospitality, etc)
- Computer proficiency skills, including some database experience
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

Preferred Qualifications:

- Christian college/university and/or seminary academic training
- Master degree in related field
- 5 years or more of full-time early education classroom teaching experience

- Active in hobbies and personal development interests (i.e. music, crafts, travel, exploring nature, etc)

General Teacher Job Description

- Responsibilities will include, but are not limited to, the following:
 - Models a consistent daily walk with Jesus Christ and desires to do all things as to the Glory of God.
 - Lead, mentor and direct the staff of the Early Education program.
 - Maintain California childcare licensing requirements.
 - Lead staff meetings
 - Facilitate morning devotions with staff
 - Supervise all staff, either directly or indirectly.
 - Work directly with the admissions director and registrar with enrollment and re-enrollment.
 - Oversee the maintenance and updating of all student files, including for 3 years after the child is no longer enrolled.
 - Give spiritual counsel and guidance to parents, teachers, children and others who are on campus.
 - Attend off campus IEP meetings as needed.
 - Attend meetings/conferences with parents, teachers and educational specialists as needed.
 - Plan and implement in-service days and training for the teachers.
 - Return early education related phone calls.
 - Alongside Head of School, lead the interview process hiring teaching staff and
 - Help the Calvin early education program strategically develop and oversee special events for parents (i.e. Thanksgiving program, Mother's Day program, Dad's night, etc)
 - Attend weekly administration meetings.
 - Attend and participate in all Open houses, parent coffees or other administrative events.
 - Work with the Director of Community Life and her team regarding student information systems and marketing the school.
 - Develop relationships in the community with the purpose of marketing the school.
 - Work with Assistant Director and early education team to ensure a smooth running of the program on a daily basis.
 - Follow all applicable board policy, including study and approval of any curriculum changes or additions.
 - Mediate staff conflict and resolution.
 - Pray with teachers, children and parents as needed.
 - Be willing to be flexible and meet others' needs that might arise.
 - Utilize the appropriate instructional techniques, activities, strategies, and supplemental materials that will adapt the curriculum to the needs of

individual pupils and be consistent with the goals of Calvin's early education program.

- Evaluates, maintains accurate records of academic and social growth of students. These include:
 - Attendance/sign-in/out sheets
 - Inventories, when required
 - Child observations & assessments
 - Daily record keeping, reading/sound /math cards
 - Medication logs, accident reports
 - Daily reports to parents regarding work/lunch
 - Communicates regularly with parents and Elementary Principal as well as Head of School regarding student progress, classroom procedures, student assignments and expectations, and school programs through the use of weekly newsletters, emails, and parent/teacher conferences etc.
 - Gears the program to the needs of individual children with concern for their interests, special talents as well as needs, and individual style and pace of learning.
 - Considers individual children in relationship to their cultural and socioeconomic background.
 - Oversees Learning environments:
 - Is responsible for the prepared environment of the classroom, as well as playground set up and take down duties.
 - Maintains the housekeeping of the classroom. The room is to be kept neat, clean, orderly and re-set up at the end of each day in order to be ready for the following day. Shelves and materials need to be dusted at least once a week. This is a duty for the Lead, Assistant and Aide to share. The playground is to be kept free of debris, toys, paint, water/sand tables bikes to be put away at the end of each day.
 - Establishes and maintains high standards of students behavior (Classroom Management) needed to achieve a desirable learning atmosphere which provides physical, spiritual, and psychological security
- Maintains professional competence through participation in professional growth activities
- Maintains professional appearance and conduct.
- Ability to:
 - Plan, organize, develop, and conduct a comprehensive instructional program,
 - Effectively assess the educational needs of students, and design, develop and implement education plans.
 - Provide and promote an environment that is conducive to learning.
 - Communicate regularly to parents and students in a sensitive manner.
 - Establish and maintain cooperative relationships with others

- Ensure that the individual needs of each child are met. (Individual assessments of each child.
- Plan a variety of age appropriate activities, interact with the children as individuals using praise and positive reinforcement, and provide opportunities for the children to experience success
- Maintain that all children are supervised at all times.

Physical Demands:

The working conditions and physical demands of this position will be those that must be met to successfully perform the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical environment the incumbent will work in is typically a school environment with moderate noise levels that would be expected in that type of work environment. Outdoor and indoor supervision of playgrounds / workplace for on-going periods occurs regularly. Lift and carry at least 45 lbs or more. The individual must be able to work with children at their eye level and always maintain visual supervision of children, as well as hear, communicate, and comprehend effectively with children, staff, and parents. The individual also must be able to walk, sit, kneel, crawl, carry, push, pull and participate in activities indoors and outdoors as needed in an environment with children and adults.

Required Documents for Employment:

- Complete applications documents (see above)
- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result (4 years) and all immunizations required by licensing guidelines
- LiveScan (fingerprinting); FBI and DOJ clearance to work in an educational setting



*"Inviting students to be formed by God's Love in Christ,
for a life of wonder, worship, work and wisdom."*

(760) 489-6340 | www.calvinchristian.school | hr@calvinchristian.school