



A *love* for God.
A desire to *learn*.
A commitment to *serve*.

Job Description

Preschool Director

Thank you for your interest in San Jose Christian School. Our mission is to advance the kingdom of God by providing exceptional teaching and curriculum fully integrated with Biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

At San Jose Christian School, we teach students to develop a Biblical worldview where they are discerners and world-changers. We infuse faith into every aspect of our curriculum and challenge students to make a difference in their world, even now as students. If God is calling you to be a part of our mission and our team, we would love to get to know you better.

San Jose Christian School is currently seeking a Preschool Director to lead our vibrant Preschool program. The Preschool Director is responsible for the successful operation of the SJCS Infant Care Center and SJCS Preschool. Through operations, the director ensures a quality early childhood education for all SJCS students. The Director reports directly to the Head of School.

A strong candidate for this role is a devoted Christian who will serve as a Christ-like role model for preschool staff and students alike. Interested candidates must have strong interpersonal skills to work with families and have a good understanding of developmental stages and curriculum application for students from infants (3mo) to 5 years of age. We are looking for a qualified individual with solid references for both professional skill and Christian character.

Below you will find the required and preferred qualifications, a job description summary, and steps to take to apply for the position.

Required Qualifications:

- Bachelor's degree or higher in a related field
- Minimum of 15 ECE Units with at least 3 administrative units
- A Child Development Director Permit or Site Supervisor Permit issued by the California Commission on Teacher Credentialing
- Personal testimony and commitment to Christian faith
- Commitment to SJCS Statement of Faith, SJCS mission, and SJCS core values
- Commitment to faith integration (SJCS Throughlines) in all lessons and roles

Preferred Qualifications:

- 4+ years of teaching experience in a licensed center
- Highly motivated and a self-starter
- Excellent communicator and strong interpersonal skills
- Excellent management, leadership, and organizational skills
- Understanding of preschool operations (admissions, classroom ratios, staffing, teacher evaluations, budgeting)

Major Job Responsibilities

- Manage and motivate the preschool team (including: performance management and recognition duties)
- Train new employees and provide ongoing training for all preschool staff
- Develop and implement preschool policies and procedures
- Coordinate the preschool schedule
- Serve as the lead communication contact for families with preschool students
- Manage preschool enrollment including giving tours, managing and updating application and enrollment forms, and communicating with inquiring families
- Act as a liaison between the preschool and all other departments, communicating relevant information as needed
- Establish, monitor and analyze the preschool budget
- Contribute to school communication (e.g. weekly school-wide newsletter and updates)
- Order and manage supplies needed for successful operations
- Coordinate necessary preschool outreach events and functions
- Attend and represents the preschool staff at required school events
- Conduct scheduled department meetings

Salary Range: \$65,000 - \$77,000

How to Apply

1. Complete the Application for Employment digitally or on paper.
2. Complete and/or collect all Supplemental Materials listed on the Application. This will include questions to get to know you better and a Clergy Recommendation to be completed by your pastor or an appropriate church staff member.
3. Once completed, send your finished Application, Resume, and all Supplemental Materials to the Head of School, Chris Pinkham, at hos@sjchristian.org.

Once we receive your Application, Resume, and Supplemental Materials and your pastor's Clergy Recommendation, we will review and contact you regarding next steps. If you have any questions, you may contact the Head of School, Chris Pinkahm, at hos@sjchristian.org.

We look forward to hearing from you!

SAN JOSE CHRISTIAN SCHOOL

Developing a *love* for God, a desire to *learn*, and a commitment to *serve*.