



Walnut Creek Christian Academy Preschool Director Job Description

GENERAL DESCRIPTION

- Goal:** The Director shall have the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he/she should go”.
- Overview:** The Director shall meet the state of California requirements and CCL qualifications for Preschool Director, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.
- Contracted by:** Principal for one year.
- Responsible to:** Direct supervision by the principal.
- Supervises:** Preschool teachers and aides.
- Evaluation:** Director performance will be evaluated by the principal and will be in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

REQUIRED PERSONAL QUALITIES

The director shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be at all times, both in and out of school, a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40.
5. Be a member of, and actively involved in, an evangelical, protestant church whose fundamental beliefs are in accordance with the WCCA Statement of Faith (Hebrews 10:25).
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

ADDITIONAL PERSONAL QUALITIES

The director shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately. Avoid off-the-cuff comments and inappropriate communication of administrative, staff, parent, or student information.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION - Essential Functions

The director shall:

1. Administer, conduct, and supervise the functions of the Preschool, subject to the direction and approval of the Principal. Report administratively to the Principal.
2. Meet regularly with the Principal and perform as an educational advisor and legal advisor to the Principal and School Board related to Preschool law.
3. Make recommendations to the Principal regarding the Preschool's operating budget, and administer Preschool finances as directed by the Principal.
4. Work with the School Board, Principal, and other school representatives in developing long-range plans.

5. Act as the spiritual leader of the Preschool, leading the teachers and students by example. Ensure the integration of a Biblical worldview in every aspect of the Preschool program.
6. Provide philosophical leadership of the Preschool, effectively articulating the school's mission, vision, statement of faith, objectives, core values, Expected Schoolwide Learning Results, and Christian philosophy of education to teachers, students, parents, and various publics.
7. Act as the educational leader of the Preschool. Maintain general supervision of the Preschool instructional program, including oversight of the curriculum, textbooks, and materials.
8. Locate prospective teachers or staff members and recommend them to the Principal for hiring. Along with the Principal, conduct the interview.
9. Provide an appropriate program of professional development for the Preschool teachers/staff that supports quality instruction and student achievement of the learning goals.
10. Ensure that Preschool staff are trained in the procedures for dealing with emergencies.
11. Ensure adequate supervision and ongoing evaluation of Preschool teachers/staff. Provide a written teacher/staff evaluation to each teacher/staff member prior to the end of each school year. Ensure that the Preschool teachers/staff adhere to the Preschool Teacher Handbook and established procedures and policies.
12. Be responsible for prospective family tours and accepting new students. Ensure student discipline is appropriate and maintained. Work to resolve student, parent, and teacher/staff concerns.
13. Follow the employment practices established by the WCCA Faculty and Staff Personnel Guidelines. Make recommendations to the Principal for issues involving Preschool staff discipline and continued employment.
14. Consistently adhere to and enforce the standards specified in the WCCA Teacher Handbook, Preschool Teacher Handbook, WCCA Parent-Student Handbook, and First Baptist Preschool Parent Handbook. Annually review the Preschool Teacher Handbook for conformity with the current WCCA Teacher Handbook and submit proposed changes for the Principal's approval as needed. Annually review the First Baptist Preschool Parent Handbook for conformity with the WCCA Parent-Student Handbook and submit proposed changes for the Principal's approval.

15. Represent Walnut Creek Christian Academy and the Preschool in a favorable and professional manner to the school's constituency and the general public. Supervise the public relations activities of the Preschool as approved by the Principal.
16. Work to maintain a positive relationship among the Preschool, Walnut Creek Christian Academy, and First Baptist Church.
17. Recognize the importance of fellowship and service for the Lord in His local church. The condition of maintaining membership in good standing and faithfully participating in First Baptist Church is waived due to current service in another evangelical protestant church whose fundamental beliefs are in agreement with the WCCA Statement of Faith. (Hebrews 10:25). The Preschool Director shall maintain membership in good standing and faithfully participate in that evangelical protestant church whose fundamental beliefs are in agreement with the WCCA Statement of Faith. The Preschool Director shall serve as a Christian role model in all dealings with First Baptist Church; WCCA and Preschool staff, teachers, and students; the School Board, and the First Baptist Church board.
18. Support the maintenance supervisor in his oversight of the custodial work, safety matters, and maintenance of the school building and premises.
19. Utilize educational opportunities and evaluation processes for personal professional growth.
20. Be responsible for the Preschool's compliance with the law and the regulations of the Department of Social Services.
21. Accept other responsibilities as assigned by the Principal and School Board.

Date job description reviewed:

Director _____ Date _____

**Walnut Creek Christian Academy
Preschool Director
Physical Requirements to Fulfill the
Essential Functions of this Position**

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
GASES/FUMES/DUST			
CHEMICALS/SOLVENTS			
NOISE			X
CLIMBING STAIRS			X
CRAWLING OR KNEELING	X		
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
BENDING			X
REACHING OVER SHOULDER			X
PUSHING			X
PULLING			X
MOVING HEAVY ITEMS			
LIFTING/LOWERING:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs			
LIFTING OVER SHOULDER:			
Up to 20 lbs		X	
Up to 50 lbs	X		
More than 50 lbs			
CARRYING:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs			

OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERG. HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA			X
PREPARE REPORTS		X	
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORD.			X
OUTDOOR DUTY		X	
DRIVING	X		
FLYING			

OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE		X	
FAX	X		
COPIER		X	
COMPUTER			X
PRINTER		X	
CALCULATOR	X		
OVERHEAD PROJ.	X		
AV EQUIPMENT	X		
OTHER (Please list)			
Teach Physical Ed. Class		X	to X

