

DIRECTOR OF CHILDREN'S EDUCATION



Who We Are:

We are a loving and inclusive community restoring people to unity with God and each other in Christ through prayer and worship. We are called to proclaim the Good News of Jesus Christ to all people and to work, pray and give for the fulfillment of God's realm. St. Stephen's preschool welcomes all children regardless of religion, race, national origin, ancestry, or family configuration. Basic Judeo-Christian values of love, acceptance, and inclusiveness are lived out by everyone at the preschool.

About The Role:

The role of the Director of Children's Education will be to develop and execute strategies, curriculum and related programs for St. Stephen's Episcopal Preschool that create an environment for children to grow and thrive in their pursuit of early childhood education, socialization, and spiritual foundations. This position reports to the Rector and is responsible for the day-to-day operations of the preschool including staff management and Summer Vacation Bible School.

What Success Looks Like In This Role:

- The candidate must maintain personal integrity and high moral standards. They must have emotional maturity, sound judgment and the ability to relate to parents, students, volunteers and staff.
- Partner with the Preschool Board on all areas of management, financial affairs, academic and religious programs.
- Understand and execute on budget development as well as institutional financial planning.
- Affirm and foster the relationship between the school and the parish and develop an understanding of the canonical structure of The Episcopal Church and its ethos.
- Regularly review and adjust curriculum in collaboration with staff to ensure the implementation of policies and philosophies of the school and the needs of children's developmental ages are met through activities carried out in the classroom.
- Supervise and coach existing staff as well as recruit qualified personnel and fill staff positions according to the Hiring Policy.
- Establish and maintain positive relationships with the parent community ensuring open communication in order to build community with administration, staff, and school families.
- Identify and integrate community resources to enrich classroom programs.
- Develop and execute promotional programs to maintain a positive growth trajectory for the preschool through social media and other platforms.
- Collaborate with the Preschool Board and Vestry on a long-term strategy for growth and development of the school and staff.
- Focus on fostering a collaborative atmosphere, encourage staff growth and development, improve communication skills, and maintain positive, respectful, and effective dialogue with teachers.
- Maintain confidentiality.
- Develop and maintain a strong collaborative relationship with the parish Rector.

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- Maintain an active presence in the life of the parish and be committed to the ministry and mission of this church.

Requirements:

- A minimum of a Bachelor's degree in Early Childhood Education or Bachelor's degree in another field with an Associate's degree in Early Childhood Education. Teaching experience is required, and Preschool Director experience and certification is preferred.
- The candidate should possess a personal Christian faith and uphold values aligned with The Episcopal Church.
- This person must demonstrate professionalism, leadership, the ability to integrate theory into practice.
- Full knowledge about current preschool requirements, state laws and able to meet the requirements of the State of CA Dept of Social Services, Community Care Licensing Division as set forth in Title 22, Division 2 of the CA Health & Safety Code and the CA Administrative Code as to health, education, experience, and character.
- First Aid and Pediatric and adult CPR Certified (must be completed by first day of hire).
- Proficient in Microsoft Office (Word, Excel, PowerPoint) & Google Suite.

What We Do:

St. Stephen's welcomes all people, wherever they are in their spiritual journey. We invite all newcomers to travel with us and to become involved as active members of our church and school community.

Salary Range:

\$75K-\$85K

How To Apply

Please submit a cover letter and CV to office@st-stephens.org