

Title: RCF Preschool Director
Hours: Full Time
Reports to: Executive Pastor of Ministries
Peer Staff Team: RCF Staff
Supervises: Pre-School Staff and Teachers



General Description

The Reno Christian Fellowship Preschool Director has a passion to develop the next generation of kids to grow academically, emotionally, and spiritually. This role is responsible for the overall oversight and operations of the RCF Preschool. The Preschool Director is part of the RCF staff team and works collaboratively with the Executive Pastor of Ministries in order to execute the planning, coordinating, and implementation of all preschool functions. They must have the desire and skills needed to oversee the preschool staff, maintain strong relationships with parents and families, and ensure a robust developmental curriculum for children.

General Expectations

1. Adheres to and supports the RCF doctrinal statement and fosters unity around the mission and vision of RCF.
2. Yearly re-affirms commitment to RCF's Staff Handbook guidelines, doctrinal statement, and staff values.
3. Faithfully engages with Reno Christian Fellowship as your home church.
4. Is willing to collaborate and innovate, utilizing the collective wisdom, resources, and insights of others.

Key Qualifications

- A Bachelor's Degree in Early Childhood Education or Elementary Education. An Associate's Degree in Early Childhood Education will be considered if accompanied by substantial director or assistant director experience.
- Holds or is willing to obtain a CDA (Childhood Development Associate Credential).
- Five years of experience as director or assistant director of a preschool, or a comparable role.
- Meets minimum requirements as detailed in Washoe County, Nevada's Regulations for Childcare Facilities section 21.1.
(https://www.washoecounty.gov/hsa/childrens_services/child_care_licensing_and_early_childhood_services/regulations/Regulations%20Changes/files/21%20Qualifications%20and%20Requirements%20of%20Director%202-12-19.pdf)
- A committed follower of Jesus who will support a robust educational and faith-based curriculum and invite preschool families to explore the activities and events of RCF.
- One who displays the Christlike qualities of a servant leader, demonstrates a solid work ethic, and has the ability to develop and empower preschool teachers and staff.
- Participates as an active member of RCF staff by attending "all-staff" meetings for connection and development to then champion the same staff culture in all meetings they lead.

Primary Responsibilities

Administration:

- Manage administrative processes of the school and meet all Social Services requirements.
- Responsible for budget planning and preschool finances to operate the school within budget and overall RCF budgeting timeline and process.
- Plan and administer a parent participation program.
- Oversee enrollment system for the school and provide pre-enrollment tours as well as orientation for new students.
- Provide classroom curriculum to achieve teaching standards for teachers and learning standards for children.
- Ensure that all policies, procedures, and standards are developed and implemented to meet Social Services of Washoe County requirements.
- Implement a marketing strategy for our RCF Preschool that will reach the community.

Personnel / Staffing:

- Responsible for all hiring and terminating of preschool employees with final oversight from Executive Pastor of Ministries.
- Conducts processes for onboarding of preschool employees to ensure a positive work environment and high retention rate of employees.
- Provides ongoing evaluation of preschool staff, including goal setting, informal and formal observations, and yearly reviews.
- Meets with Executive Pastor of Ministries quarterly to set and evaluate goals.
- Ensure that preschool staff receives the proper oversight and training necessary to meet the standards of the school.
- Create and implement preschool behavioral guidelines for teachers, children, and families.
- Provide daily direction and management of the preschool staff.
- Schedule and conduct preschool staff meetings to include regular administrative and planning content, as well as a training and developmental components for teachers.
- Ensure that personnel policies and procedures are developed and implemented, providing for a healthy working environment and a unified preschool team.

Health and Safety

- Plan and implement health procedures for the school.
- Maintain current health records and physician reports for each child.
- Maintain a washing schedule for toys meeting Health department requirements.
- Monitor the daily health of the children to ensure a healthy classroom environment.
- Plan and implement a safety program for the school, including playground safety, fire and emergency drills, and medical response preparedness.