



## **Director of Central Christian Academy Preschool**

**Job Title:** CCA Preschool Director

**Reports to:** Superintendent

The Director of Central Christian Academy Preschool (CCAP) will direct and oversee all financial, academic, operational, and spiritual aspects of the school. The position is full-time (30+ hours per week) with benefits. Salary is dependent on the education and experience of the applicant.

### **Spiritual Requirements:**

- Evidence of an active and genuine faith in Jesus Christ
- Personal commitment to Christian schooling
- A belief that the Bible is God's inerrant and infallible word
- Agreement with CCAP's Mission, Core Values, Purpose, Statement of Faith
- Agreement with CCAP's employee lifestyle statement
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCAP
- Must have a welcoming and winsome personality
- Evidence of successfully serving as a Christian role model for a number of years
- Willingness to live and serve as a Christian role model as outlined in the CCA Employee Handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Ability to communicate biblical truths to both students and adults
- Commitment to resolve professional and personal conflict biblically

### **Professional Requirements**

- Has a conviction of God's calling to leadership in Christian school ministry
- Models servant leadership and has the ability to build relationships and effective teams, and drive results aligned to the school mission
- Demonstrates a spirit of dedication, commitment, flexibility, and responsiveness
- Listens to and responds to counsel
- Commitment to ongoing professional learning
- Ability to utilize school's SIS program (FACTS) effectively to communicate and keep records
- Ability to use platforms such as Google Classroom, Microsoft Teams
- Maintain a clean, attractive and well-ordered work environment
- Willingness to agree to follow policies and procedures set forth in the CCA employee handbook

### **Educational Leadership**

- Responsible for the development and implementation of the curriculum
- Ensure that curriculum objectives are consistent with age-appropriate learning levels
- Responsible to prepare accreditation documents for ACSI
- Inspect and approve instructional materials to ensure they are biblically based
- Review teacher lesson plans
- Observe classroom instruction and formally evaluate each teacher throughout the year
- Schedule and conduct in-service training for teachers
- Responsible for the screening, selection, and dismissal of all teachers and staff

**Budget Preparation and Control**

- Prepares and presents annual budget for approval by the CCC Board of Elders
- Approve all purchases

**Public Relations**

- Responsible for handling all parent/staff issues in a professional and Christlike manner
- Communicate the school's mission and philosophy to others, both internally and externally
- Develop and maintain all relevant handbooks, newsletters, and interoffice communication

**Admissions**

- Assist the Admissions Director in the processing of new student applications and enrollment
- Assist with tours of the facility for prospective families

**Events**

- Oversee vision, planning and execution of preschool events
- Represent the preschool at various events
- Develop and implement fundraising strategies
- Publish events to various media outlets for preschool exposure

**Education, Certification, and Experience Requirements:**

- High School degree required
- Associates or Bachelor's degree preferred
- Degree in Early Childhood Education preferred
- Early Childhood Education experience or credentials preferred

**Working Conditions:**

- Primarily office environment with the ability to engage in the community as required

**Physical Requirements:**

- The ability to stand, walk, sit, kneel, bend, reach, grip, push, pull, carry, lift, lower for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

**Acknowledgement:**

I acknowledge that I have read the job description and requirements for the Director of Central Christian Academy Preschool position, and I certify that I can perform these functions.

Employee/Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

*Applicants: Please apply [here](#)*