



## **Position: Full Time Pre-School and Child Care Director**

Location: Maple Valley Campus

Status: Full Time

### Job Description

The Child Care Director is a born-again Christian, who is committed to making a positive difference in the lives of young children and their families. The Director oversees the managerial functions and staffing operations of the preschool and daycare.

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### BASIC FUNCTION

- Knowledge of and training in child development
- Accountable for the operation of the school, ensuring that the school is operating in accordance with RCS and state licensing standards
- Responsible for ensuring an educational, caring and safe environment for the children and parents
- Spark imagination, build self-esteem and help children discover new things each day
- Promote the positive image of RCS and play a major role in making RCS a choice in education programs for the communities we serve
- Recruit, select and retain quality staff
- Manage resources with sound fiscal judgment

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### REQUIRED PERSONAL QUALITIES

The teacher shall:

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

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### PROFESSIONAL REQUIREMENTS

- Be at least eighteen years of age or older.
- Have knowledge of child development as evidenced by professional reference, education, experience, and on-the-job performance;
- Have written proof of education including:

(a) A current child development associate certificate (CDA); or

(b) The following minimum number of college quarter\* credits or combination of college quarter credits and department-approved clock hours (ten clock hours equals one college credit) in early childhood education or child development:

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## ESSENTIAL FUNCTIONS

The Director shall:

- Reflect the purpose of the school, which is to “Educate and Develop the Whole Person for the Glory of God!”
- Act as spokesperson for RCS philosophy and goals
- Communicate with visitors, prospective clients, and parents regarding policies and practices
- Inspect indoor and outdoor environment for health and safety concerns
- Conduct staff meetings and arrange trainings
- Settle disputes between staff or staff and parents
- Oversee staff evaluations, including an agreed-upon plan for addressing areas that need improvement
- Serve as health advocate for staff, ensuring health concerns are given proper attention
- Schedule and host parent meetings
- Not let the provision of child care interfere with management or supervisory responsibilities;
- Be on the premises for the majority of the hours that care is provided and designate a person to be in charge that meets the qualifications of a lead teacher when not present; and
- Meet the STARS/MERIT requirement and be listed in the state training registry system.

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## SUPPLEMENTAL FUNCTIONS

The Director shall:

- Supervise extracurricular activities as assigned
- Utilize education opportunities and evaluation processes for professional growth
- Support the broader program of Rainier Christian Schools by attending extracurricular activities when possible
- Perform any other duties that may be assigned by the President

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## PHYSICAL REQUIREMENTS

The Director shall:

- Handle work which deals mostly with people, objects, equipment in a general setting
- Bend, stoop, twist, turn, reach, lift up to 50 pounds, carry, pull push, climb, and kneel, walking and standing approximately 50%-75% of the work day
- Recognize differences in sound; such as voices/noises that are loud and playful versus angry and combative, able to differentiate tones and volumes in conversation
- Be able to think innovatively when tasks are not governed by standard practices
- Handle most tasks with energy and good organizational skills
- Take CPR and First Aid classes as prescribed

Salary is commensurate with education and experience. Full medical coverage is included in benefits package.