
Job description

POSITION: **Preschool Administrative Coordinator at Christian church**

Reports to: Director of Preschool and Children's Ministry

Works With: Children, Parents/Families, Staff, and Volunteers

Pay Rate: \$20-22/hour

Classification: Regular, non-exempt; 15-20 hours/week, weekdays

I. MAJOR PURPOSE AND SCOPE

- Assist the Director in providing direction and oversight of the preschool, including but not limited to implementation of classroom practices and procedures
- At times, serve as deputy in the absence of the Director
- Responsible for the administrative functions of the preschool office
- Promote communication between faculty, parents, church staff, volunteers, and ministry committees
- Assist in ensuring compliance to licensing, and health and safety requirements
- Assist the Director in staff meetings and other in-service training opportunities that develop understanding of policies, mission and philosophy
- Assist teaching staff in daily check in/out procedures

II. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Clear sense of call to Christian ministry with a special focus on and ability to relate to preschool children and their families
- Minimum of 3 units in Early Childhood Administration preferred
- Office-based experience; PC-proficient; accuracy, organized, and efficient
- Completion of all State of California Dept of Social Services Title 22 requirements for compliance to a child care center required (we are willing to assist with this)
- Ability to be finger-printed and pass background check
- CPR and Mandated Reporter Certified (we are willing to assist with this)

III. POSITION RESPONSIBILITIES

- Be seen as an extension of the Director (i.e., articulate the philosophy and values of the church and preschool)
- Clear and consistent communication to the church and preschool community
- Effectively communicate at all levels utilizing various methods – e.g., verbal, written, social media
- Ability to establish working relationships with people at various levels
- Proficiency in computer skills – e.g., spreadsheets, email, internet searches, social media, creating newsletters and bulletins/posters
- Able to maintain a high level of confidentiality and professionalism
- Demonstrated proficiency in multi-tasking and organizational skills
- Responsible for the administrative functions of the preschool office
- Assist teachers in classroom management, including scheduling and assigning of substitutes when needed
- Participate as a member of interview team
- Assist in providing information, tours, and assistance to prospective families

Work Remotely

- No

Job Type: Part-time

Pay: \$20.00 - \$22.00 per hour

COVID-19 considerations:

Our Church and Preschool follow all LA County protocols; are in compliance with CalOsha health and safety requirements; as well as Licensing Board for Child Care Centers.

Only fully vaccinated individuals should apply.

To Apply, email resume to: sendresumes@wpcwestlake.org

Westminster Presbyterian Church

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