

**Position:** Director, Growing Footprints Preschool, Presbyterian Church of Los Gatos

**Full-Time, Year Round, Benefits, Salary (range \$55,000-\$70,000/year)**

**Date Posted:** March 15, 2022

***Job Summary***

Growing Footprints Preschool is an early education program established in 1993 by the [Presbyterian Church of Los Gatos](#) as a non-profit program for our community. We are state-licensed and a member of Californians for Quality Early Learning (CQEL). We offer an interactive early education program integrating the High/Scope educational approach and we provide developmentally based learning that incorporates Christian values.

Our mission is to provide early childhood education that assists parents in nurturing their child's development and their physical, mental and spiritual well-being. We welcome children from all faith backgrounds and traditions.

Our curriculum and our care is built upon our foundational belief that every child is a child of God and deserves respect, protection, attention and affirmation. Our Director will embody these values both professionally and personally.

Growing Footprints Preschool is seeking a full-time Director that will oversee all aspects of the school, including curriculum/program development, staff hiring and supervision, enrollment, state licensing, and administration. The Director is part of the PCLG staff and will collaborate with and be accountable to church and staff leaders. The Director will manage a staff of 6 teachers for 42 enrolled students. The program operates over a full year with reduced enrollment over the summer.

***Education and Experience***

Bachelor in Early Childhood Education or Child Development (preferred)

OR

Associate of Arts in Early Childhood Education or Child Development and a minimum of two years of experience.

***Knowledge, Skills, and Abilities***

- Provides leadership that can promote the mission and vision of the school and PCLG
- Values continued learning and evidences a deep understanding of early childhood education in both theory and practice
- Establishes effective management and supervision practices to ensure efficient and effective preschool operations
- Understands best practices for creating and retaining a healthy team of six or more teachers including hiring qualified staff, defining clear employee responsibilities, providing regular performance evaluations, and offering career development advice.

- Maintains expertise in state licensing and regulations to ensure that the preschool is both safe and in compliance.
- Demonstrates effective problem solving and creativity to address challenges and problems of practice
- Creates and manages accurate budgets based on an understanding of program revenue and expenses.
- Provides leadership and work collaboratively with staff, students, and families
- Communicates effectively with families on a regular basis
- Contributes to overall strategic and financial planning alongside church leadership

***Preferred Knowledge, Skills, and Abilities***

- Experience with California state licensing procedures and processes
- Experience supervising teaching staff
- Experience working within a church setting
- Experience creating and managing budgets

***PCLG Mission Statement***

Please click on the following [LINK](#) for PCLG’s Mission Statement.

***How to Apply***

Applicants who are interested in applying should complete the following bulleted lists in its entirety and **send it as a pdf to [GFPhire@PCLG.org](mailto:GFPhire@PCLG.org) (subject line: **GFP Director Application\_Your Last Name**)**. Please complete the following components and organize them in this order when submitting the pdf:

1. Resume/CV
2. Cover Letter that includes the responses to the following questions:
  - a. Why are you interested in this position?
  - b. What is your philosophy for Early Childhood Education?
  - c. How would you provide leadership to the preschool?
3. References- contact information (phone number and email) from the following:
  - a. One colleague with whom you’ve worked closely
  - b. A prior supervisor who was responsible for overseeing your professional work

Thank you. We look forward to reading your application. If you have any questions during the application process, please email [GFPhire@PCLG.org](mailto:GFPhire@PCLG.org).