

# INTERIM DIRECTOR OF CHILDREN'S EDUCATION AND FORMATION



## **Who We Are:**

We are a loving and inclusive community restoring people to unity with God and each other in Christ through prayer and worship. We are called to proclaim the Good News of Jesus Christ to all people and to work, pray and give for the fulfillment of God's realm. St. Stephen's preschool welcomes all children regardless of religion, race, national origin, ancestry, or family configuration. Basic Judeo-Christian values of love, acceptance, and inclusiveness are lived out by everyone at the preschool.

## **About The Role:**

The role of the Interim Director of Children's Education & Formation will be to develop and execute strategies, curriculum and related programs for St. Stephen's Episcopal Church & Preschool that create an environment for children to grow and thrive in their pursuit of early childhood education, socialization, and spiritual foundations. This position reports to the Rector and is responsible for the day-to-day operations of the preschool including staff management, Summer VBS and management of the parish Sunday School program. Minimum 1 year commitment with the possibility for extension.

## **What Success Looks Like In This Role:**

- The candidate must maintain personal integrity and high moral standards. They must have emotional maturity, sound judgment and the ability to relate to parents, students, volunteers and staff.
- Partner with Parish Vestry and Preschool Board on all areas of management, financial affairs, academic and religious programs.
- Affirm and foster the relationship between the school and the parish and develop an understanding the canonical structure of The Episcopal Church and its ethos.
- Regularly review and adjust curriculum to ensure the implementation of policies and philosophies of the school and the needs of particular age groups are met through activities carried out in the classroom.
- Manage and coach existing staff as well as recruit qualified personnel and fill staff positions according to the Hiring Policy.
- Establish and maintain positive relationships with the parent community ensuring open communication.
- Identify and integrate community resources to enrich classroom program.
- Develop and execute promotional programs to maintain a positive growth trajectory for the preschool.
- Develop and maintain a strong collaborative relationship with parish Rector.
- Maintain an active presence in the life of the parish and be committed to the ministry and mission of this church.

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## **Requirements:**

- A minimum of a Bachelor's degree in Early Childhood Education or Bachelor's degree in another field with an Associate's degree in Early Childhood Education. Teaching experience is required, and Preschool Director experience and certification is preferred.
- The candidate should possess a personal Christian faith and uphold values aligned with The Episcopal Church.
- This person must demonstrate professionalism, leadership, the ability to integrate theory into practice.
- Full knowledge about current preschool requirements, state laws and able to meet the requirements of the State of CA Dept of Social Services, Community Care Licensing Division as set forth in Title 22, Division 2 of the CA Health & Safety Code and the CA Administrative Code as to health, education, experience, and character.
- First Aid and CPR Certified (must be completed by first day of hire).
- Proficient in Microsoft Office (Word, Excel, PowerPoint) & Google Suite.

## **What We Do:**

St. Stephen's welcomes all people, wherever they are in their spiritual journey. We invite all newcomers to travel with us and to become involved as active members of our church community.

## **Salary Range:**

\$65K-\$70K

Kindly direct your cover letter and resume to The Very Rev. Christopher Montella at [christopher@st-stephens.org](mailto:christopher@st-stephens.org)