

---

## **STONERIDGE FELLOWSHIP BAPTIST CHURCH DIRECTOR OF PEBBLESTONE CREEK PRESCHOOL**

### **Overview**

Reporting to the Pastor of Youth and Family Ministries, the Director of PebbleStone Creek Preschool (“PSC”) is a valuable member of the StoneRidge Fellowship (“SRF”) team. He or she is responsible for overseeing the PSC teachers and the day-to-day operations of the preschool. This role may be either a full-time or part-time position as required.

### **Spiritual Qualities Required**

- Must subscribe and maintain wholeheartedly to the Statement of Faith and policies of SRF.
- Be committed to the advancement of the overall Vision, Mission, Values and strategies of SRF.
- Have a vibrant and growing relationship with Jesus and a maturing heart for Christ and the Gospel.
- This role is open to both qualified women and men.

### **General Ministry Responsibilities**

- Spends time daily in personal prayer and bible study on a regular basis.
- Seeks to build the team spirit of SRF through prayer and input.
- Is involved in the weekend experience as requested by leadership.
- Must have a flexible “can do” attitude to perform duties that are not part of the job description if required.
- Attends all applicable staff meetings.
- Is responsible to adhere to budgets within assigned ministries as approved by the church Board.

### **Essential Responsibilities**

1. Stays current with developments that would affect these ministries by utilizing online resources, collaboration with peers, reading and attending applicable training events including the mandatory professional development set by the Department of Education and Early Childhood.
2. Provide support and oversight for the PebbleStone Creek Preschool teacher(s).

3. Chair bi-annual PSC Advisory/Parent meetings.
4. Meet with families inquiring about PSC and provide applicable forms upon registration.
5. Administer billing and collect fees.
6. Maintain accurate and complete student records as required by laws, district policies and administrative regulations.
7. Attend professional meetings, educational conferences and teacher training workshops in order to maintain and improve professional competence.
8. Supervise, evaluate and plan assignments for teacher assistants and volunteers in cooperation with the PSC teacher.
9. Provide support to the PSC Teacher as she plans and supervises field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
10. Select, store, purchase and inventory classroom equipment, materials and supplies.

### **Experience and Education**

- This position is required to hold a minimum of Level 2 Classification as set by the Department of Education and Early Childhood.
- A minimum of 5 years experience in a similar setting in which providing direction to other staff was required.
- Above all, the Director of PSC will be a strong yet humble leader with a solid biblical work ethic and an ability to work in a team setting.

### **How to Apply**

Send resume with subject heading: Director of PebbleStone Creek, to [jason@srfconnect.com](mailto:jason@srfconnect.com), and find us online at [www.srfconnect.com](http://www.srfconnect.com).

**Applications deadline: July 23, 2018**