



## Director of Preschool & Kindergarten

**POSITION:** Director of Preschool & Kindergarten

**SCOPE:** Salaried; Full-time

**CHURCH:** St. Andrew's Presbyterian Church - PCUSA, Tucson, AZ 85704 [sapctucson.org](http://sapctucson.org)

### STATEMENT OF PURPOSE

As a professional staff member of St. Andrew's Presbyterian Church, the Director of Preschool and Kindergarten participates in the church's vision "To know God and to make God known through lives transformed by Christ" through the strategy of reaching young children and their families with the Gospel through offering a missional Preschool and Kindergarten program of the highest quality. The Director works in cooperation with the Preschool & Kindergarten Governing Board and reports to the Pastor/Head of Staff. The Director functions as the chief administrator, providing leadership to the staff and faculty, and directing daily operations. To the larger community, the Director leads promotion and outreach to attract and include families regardless of their faith background.

### MAJOR RESPONSIBILITIES

**Lead a key and vital ministry of St. Andrew's Presbyterian Church to children and their families.**

- Coordinate ministry, communicate needs, and catalyze participation of the church body in the mission of the school.
- Connect families and their children to opportunities for worship, fellowship, service, and spiritual formation.

**Serve the Preschool & Kindergarten through excellent administration and assessment.**

- Ensure the health and vitality of the school, through monthly meetings with Governing Board.
- Assess, with the Governing Board, the needs of the local community context and discern faithful ways to shape the Preschool and Kindergarten program as a part of God's mission to NW Tucson.
- Ensure that state licensing regulations are met and always maintained.

**Inspire and encourage the staff to bring their best every day.**

- Hire, train, supervise, evaluate, and provide professional development opportunities for staff and faculty, including the Preschool Business Manager, Administrative Assistant, Lead Teachers, Associate Teachers, and Childcare Coordinator.

**Build bridges of care and support to the community.**

- Develop and maintain a warm culture of Christian hospitality which nurtures healthy connections and relationships.
- Maintain regular visibility and provide availability to the school community for conversation or conferences on an as needed and appointment basis.

### QUALIFICATIONS

- A personal faith in and love of Jesus Christ and a commitment to His teachings and will.
- An appreciation and sensitivity to the Reformed Christian (Presbyterian) tradition, and acceptance of the Vision, Mission, and Statements of Faith of St. Andrew's Presbyterian Church.
- Bachelor's Degree (Preferred in Early Childhood Education, Child Development, Special Education, Elementary Education, Human Services, or similar degree program).
- At least two years of experience in a licensed preschool is required; Director or Associate Director experience preferred.
- Knowledge of Arizona state licensing standards. Compliance with Arizona state licensing standards for a preschool program director, including criminal background screening and fingerprint clearance.

### OTHER CONSIDERATIONS

The Director is a visible representative of St. Andrew's and is expected to witness by word and lifestyle the principles of the Christian faith in the Reformed tradition and be a role model of Christian leadership.

Interested persons should submit their cover letter and resume to: [pskdirsearch@sapctucson.org](mailto:pskdirsearch@sapctucson.org)