



*Unwaveringly Christ-centered - Academically Rigorous - Intentionally Inclusive*

## **Early Childhood Director - Job Description**

### **A. Purpose**

The Early Childhood Director provides leadership for the Early Childhood program at Living Stones. This includes overseeing both Preschool and Pre-Kindergarten. In addition, the director serves as an instructor, role model, and spiritual guide for the students in their class. We are seeking a director/teacher who is enthusiastic about Christ-centered education, passionate about working with children from diverse backgrounds and with diverse abilities, and committed to helping all students flourish.

### **B. Job Responsibilities**

1. Director
  - i. Supervises the Early Childhood team which includes leading Early Childhood team meetings, unit planning and learning excursion opportunities.
  - ii. Stays up to date on all Michigan Preschool Licensing requirements and follows these guidelines in both classrooms.
  - iii. Prepares for Licensing check-ins each school year.
  - iv. Organizes and collects all required paperwork for student cumulative files and PS/PreK Staff Files
  - v. Completes all data entry for MICR website with the help of the Director of Admissions.
2. Teacher/Instructor
  - i. Provides instruction that is distinctly Christian, accessible, and promotes a diverse set of perspectives and norms.
  - ii. Provides quality instruction in the following subject areas: Language Arts, Mathematics, Social Studies, Science, Bible, and Second Step (social-emotional).
  - iii. Maintains a safe, inclusive, learning environment that celebrates each individual student.
  - iv. Provides positive behavior support, manages classroom behaviors, and implements behavior plans when necessary.
  - v. Contributes to the school wide community by maintaining a positive attitude, praying for other staff members and students, fulfilling recess and lunch duties, and serving on school committees as determined by the Head of School.
  - vi. Differentiates instruction to meet the needs of students with unique learning needs using flexible grouping.
  - vii. Develops positive relationships with parents and students built on mutual respect and trust.
  - viii. Assesses student progress towards grade level standards and uses assessment results to inform instruction.
  - ix. Maintains high expectations for all students regardless of their socio-economic background, race or ethnicity, family structure, or standard English proficiency.

### **C. Requirements**

1. Model Christ-like behavior both in and outside of the classroom.
2. Communicate effectively, both orally and in writing.
3. Work collaboratively with other staff members.
4. Promote the mission of Living Stones Academy both individually and institutionally.
5. Protect all children from physical punishment or verbal abuse by anyone in any program activity,



*Unwaveringly Christ-centered - Academically Rigorous - Intentionally Inclusive*

and immediately report any such incident to the Head of School.

6. Attend all professional development opportunities provided by Living Stones Academy or other agencies as recommended by the Head of School.
7. Must have a Baccalaureate degree and a valid teaching license in the state of Michigan.
8. Early childhood endorsement and previous Preschool/Pre-K1 teaching experience required.

**D. Job Classification and Compensation**

This is a full-time, exempt position, meaning that it is exempt from the hourly wage and labor laws.

**E. Reports to: Principal**

**F. Supervisory:** This position supervises Early Childhood team members.