



Parkway Christian School

Job Title: Early Childhood Director

Category: PCS Classroom

Reports to: Dean of Elementary; Head of School

Supervises: Early Childhood Staff, PCS Students

Qualifications:

- **Education:** Bachelor's Degree in Early Childhood, Master Degree preferred, Teaching Certificate, Valid preschool/early childhood endorsement will be required along with 2 semester hours or 3.0 CEU's in child care administration or an administrative credential approved by the state of Michigan.
- **Spiritual: As a ministerial representative,** evidence of a personal and active relationship with Jesus Christ is required, specifically in these areas:
 - Building relationship(s) through prayer
 - Actively seeking God's direction
 - Reading God's word and applying it to daily life
 - Regular church attendance
 - Actions, behavior and appearance representative of a Bible-believing Christian both in and out of the school environment and through the use of social media
 - Believing there is absolute truth that is based on the Bible
- **Essential Knowledge/Skills:**
 - Google Suite
 - Google Classroom
 - Apple OS and iOS
 - Web-based grading system
 - Planbook
 - Classroom management
 - Organization
 - Time management
 - Punctuality
 - Interpersonal communication
 - Train, assess and manage staff
 - Provide a quality, in ratio program
 - Maintain current and organized records
 - Communicate effectively with classroom teachers, parents, administrators and the state
 - Maintain current knowledge of effective intervention strategies
 - Knowledge of multiple avenues for resource acquisition
 - Business telephone and email etiquette
 - Concepts of grammar and punctuation
 - Mastery of specific content area and standards

- Strong biblical foundation and understanding of application
- Charlotte Danielson Framework for Teaching

- **Ability**

- Passion for children and education
- Strong rapport with students and staff
- High expectations
- Differentiated lesson planning
- Clear, daily objectives
- Engaging, nurturing personality and teaching style
- Accept and apply constructive criticism
- Submission to authority
- Clear and effective communication

- **Experience:**

- Classroom experience required
- Administrative experience preferred

Job Goals:

God has commissioned Parkway Christian School to educate from a biblical perspective. With that understanding, Parkway teachers aim to train our students to be, “knowledgeable in all subjects, well-informed, intelligent, and able to serve in the king’s palace.” *Daniel 1:4*

Specific Responsibilities: Adapted by Charlotte Danielson

- **Planning and Preparation**

- Content knowledge and pedagogy
- Understanding Child development (specific to your grade-level)
- Designing coherent lessons
- Setting instructional outcomes
- Knowledge of resources
- Awareness of bias
- Understanding and application of Biblical Worldview Integration as trained by administration

- **The classroom environment**

- Establishing an environment of respect and rapport
- Establishing a culture of learning
- Managing classroom procedures
- Managing student behavior
- Organizing physical space

- **Instruction**

- Communicating with students
- Using questioning and discussion techniques
- Engaging students in learning
- Using appropriate assessments in instruction
- Demonstrating flexibility and responsiveness
- Assessing for biblical alignment

- **Professional Responsibilities**

- Reflecting on teaching
- Maintain accurate record keeping (grades, attendance, behavior, individual goal plans, etc..)
- Parental communication, as needed

- Participation in the professional community
- Continuing professional and spiritual growth
- Showing Professionalism

Miscellaneous Requirements/Responsibilities:

- Staff meetings/Departmental meetings (average 1 per week, after school)
- Parent/Teacher Conferences (2 per year)
- Open House twice yearly (on a Sunday)
- School improvement meetings (average 1 per month, after school)
- Organize PLC meetings with staff (average 1 per week, during lunch)
- Chapel attendance and engagement (1 per week, during school day)
- Daily prayer/devotional (before school)
- All-School Prayer meetings (1 per year, after school or evening)
- Attendance and possible participation in planning as it relates to the elementary calendar of events (Grandparent's Day, Fine Arts Night, Bring your Parents to School night, etc...some events take place during the school day, and some in the evening)
- Attendance at school-wide Professional Development offerings (may fall on a half day, after school, or on a no school weekday)
- Oversee Latchkey
- Develop, implement, and evaluate center policies and program
- Administer day-to-day operations, including being available to address parent, child, and staff issues
- Monitor staff, including annual evaluations
- Manage Early Childhood Department budget

New Teacher Requirements:

- 2 additional days of New Staff training before school starts (in addition to All Staff training)
- 2 years of participation in the mentor program (weekly meetings with a Mentor Teacher, time tbd)
- Kingdom Education training on 1 or more Saturdays or before school begins in the fall