**Preschool Director Position – Castle Rock, WA**

Timberlake Christian Preschool & Childcare Center in Castle Rock, WA is expected to launch and be open in Fall for the 2017-2018 school year. Timberlake Preschool is an affiliate of Timberlake Church and plays a large role in the ministry that we do as a church.

Timberlake Church is a fast growing church committed to reaching people for Jesus and growing disciples. Our campuses are located in number of different communities in the Puget Sound. Redmond, Bothell, Duvall, Issaquah, Castle Rock and 2 new locations coming: Olympia and Snoqualmie.

We are seeking a results driven, detail oriented leader to join our team as the *Preschool Director* for our Castle Rock Campus. This person will be a proven leader and fun to be around, with a record of accomplishment and success in their past work experiences.

Some of the specific responsibilities include:

* Administering the business plan, financial model, marketing plans, program guidelines, and the staffing plan
* Have an understanding of the Washington State Department of Early Learning’s licensing requirements
* Research and oversee the selection of curriculum and the inventory, ordering, and monitoring of all preschool supplies and equipment
* Demonstrate current knowledge of developmentally appropriate program design
* Be present daily, for at least 8 hours per work day, to oversee classrooms and monitor school operations
* Appropriately handle behavior problems referred by teachers and work with teachers and parents regarding children within the program
* Report on preschool operations, with certain specific requested data, to the church’s Campus Pastor, Director of Operations and/or Executive Pastor once per week or more frequently when requested.
* Coordinate shared space usage with Castle Rock Campus Pastor
* Spreading the mission and vision of Timberlake Church
* A weekly attender of the Timberlake Church at Castle Rock.

This position requires a high level of organization, a positive attitude, an ability to communicate well, relational intelligence, a willingness to live in and immerse yourself within this community, flexibility, and an ability to handle many things at once while maintaining composure and making sound decisions.  The ideal candidate will be experienced in working with preschool age children, in marketing, and staff/program management.

**Job Requirements:**

* Teaching certification in early childhood education (preferred) or CDA certification or 45 credits in early childhood education classes
* Current CPR and First Aid Certificate Required (Can be done after hire)
* Must be at least twenty-one years of age or older
* Must have knowledge of child development as evidenced by professional reference, education, experience, and on-the-job performance
* Must have at least two years’ experience working with children the same age level as the school serves
* Must meet STARS/MERIT requirements and be listed in the MERIT system
* Management and/or prior child development experience preferred

**Salary:** 32,000-36,000 DOE

**Benefits:** Medical, Dental, Vision, Paid Vacation and Paid Sick Leave

Steps to Apply

Check us out at [www.timberlakechurch.com](http://www.timberlakechurch.com/) and [www.timberlakechurch.com/preschool](http://www.timberlakechurch.com/preschool)

**Send your resume and Myers-Briggs results** to: [julia@timberlakechurch.com](mailto:julia@timberlakechurch.com)

Myers Briggs testing can be found by clicking here <http://www.humanmetrics.com/cgi-win/JTypes2.asp>

We will be contacting qualified applicants to schedule an interview.

Thank you for your interest and for applying!