



BAY AREA CHINESE BIBLE CHURCH

Announces an Employment Opportunity as PRESCHOOL SITE SUPERVISOR

Hours: Full Time and part time available, non-exempt position, M-F preschool hours with as needed after hours for staff meetings, preschool events, and ministry-wide functions.

Pay Range: \$24 - \$29 per hour

Benefits: Full-time positions qualify to participate in medical/dental/vision benefits, retirement plan participation, and if applicable, up to 75% tuition benefit for K-8th grade school aged children enrolled at Coastline Christian Schools

Accountability: This non-exempt position reports to the Preschool Director for preschool site and program lead and teaching responsibilities. The staffing of this position is the responsibility of the Senior Pastor in consultation with the Preschool Director.

PURPOSE: This position provides support to the preschool ministries of BACBC for the purpose of fulfilling the Great Commission and Great Commandment through assisting the Preschool Director in growing the preschool ministries (Tiny Treasures Preschool) to share God's love with children and their families while creating a love for learning that lasts a lifetime, and to provide Christ-centered workplace and culture for our preschool staff.

REGULAR DUTIES:

1. Fulfill all [Lead Teacher responsibilities](#).
2. Acting director of the facility in the absence of the director.
3. Assisting the director to ensure that all responsibilities to the school are met with a standard of excellence.
4. Align and implement with BACBC and the Preschool Director for the preschool staff and programs to ensure quality and compliant services and outcomes.
5. Implement and maintain local licensing regulations for the preschool ministry; and participate in audits as necessary.
6. Act as the designated contact for licensing announced and unannounced visits and any corrective actions as necessary.
7. Supervise, train, mentor, and assess teaching staff on site to ensure quality teaching and appropriate child interactions.
8. Collaborate with the director for enrollment tours and be available to vendors, families, and teachers when needed.
9. Ensure all children are developmentally assessed and that an educational plan is developed and implemented with an age-appropriate curriculum that meets the individual needs of the children enrolled.
10. Ensure the preschool student and staff work spaces, rooms, and play areas are well maintained in a clean, orderly, healthy, and safe condition at all times. Monitor and expedite any work orders for the preschool rooms, and play areas as needed.
11. Maintains appropriate staff level to ensure teacher-to-child ratios are met in accordance with licensing regulations and early childhood development/childcare safety standards. Participate in classrooms as needed to sub and provide breaks or coverage needs.
12. Coordinate and conduct parent/teacher conferences and provide information to parents

To apply, find our Employment Application on our website,
<https://www.coastlinechristian.org/employment>
or contact Human Resources at HROffice@bacbc.org



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concerning their children's development, abilities, and areas of concern; explains program procedures and classroom activities as requested.

13. Ensure that all staff members, including oneself, are implementing and fulfilling the Tiny Treasures covenant and supporting our policies and philosophies.
14. Maintain an optimal team spirit and positive atmosphere among the staff.
15. Assist the director to oversee the daily operations of the facility.
16. Define organizational problems, gather and analyze data to generate strategic solutions in collaboration with the director
17. Prioritize preschool tasks and projects independently.

PERIODIC DUTIES:

1. Assist with ministry-wide functions as needed: Preschool information nights, Open House, fundraisers, Orientation, etc.
2. Contribute to staff meeting agendas and quarterly training events.
3. Research and provide staff with ECE resources and professional development opportunities to support student learning and classroom management.
4. Contribute towards employee assessments, including development goals and ECE planning.

OCCASIONAL/IRREGULAR DUTIES:

1. Collaborate with the Director on creative and new ways to meet or exceed expectations to enhance the preschool programs
2. Other job duties as assigned

QUALIFICATIONS:

- Must have completed the educational background to meet those requirements required by the state in title 22 for licensed childcare facilities
- AA degree (or equivalent ECE units or Site Supervisor permit) in Child Development, Early Childhood Education including
- Minimum of 24 units ECE (including 12 units of ECE core classes)
- Minimum three-five years experience working at licensed early childhood development centers
- Prior supervisory experience preferred.
- A minimum of three years as a lead teacher in a licensed preschool/childcare facility
- Current pediatric CPR/First Aid certification
- Creative, flexible, organized, and able to prioritize with superior time management skills to meet deadlines
- Excellent communication and people skills to interact with staff, children, and families
- Familiarity with Google products such as Google Calendar, Docs, Sheets, Slides, and Forms

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- Ability to operate office equipment (copier, computer)
- One year of general clerical and administrative experiences preferred
- Strong verbal and written English communication skills
- Evangelical Christian commitment and lifestyle consistent with BACBC's Articles of Faith

ADDITIONAL EDUCATION:

(In the event that the following requirements are not met, the employee will be responsible to satisfy them within one year of appointment to the position of Site Supervisor.)

- Completion of six semester units of ECE Administration/Supervision & Management of childcare and development programs coursework
- Complete of two additional semester units in adult supervision coursework
- 15 hours Health & Safety Training Course hours

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