

Director, Early Education Center – Paradise Valley Christian Preparatory

Job title:	Director, Early Education Center
Location:	Phoenix, Arizona
Terms:	Full-time, permanent, year-round
Salary:	DOE and includes healthcare benefits, 403(b) matching, vacation accrual, and more
Requirements:	Must meet be at least 21 years of age and meet AZ Department of Health Services Childcare Facility Director Requirements

About us: Founded in 1974, Paradise Valley Christian Preparatory is community of spiritual nurturing and academic excellence providing a Christ-centered education to infants through high schoolers.

About the role: The Director of PVCP's Early Education Center (EEC) serves as part of PVCP's administrative team and oversees all aspects of the institutions educational offerings for infants through three-year-olds as well as before and after care and summer care opportunities.

Responsibilities:

- Ensure the EEC remains compliant with local and state regulations
- Manage staff and scheduling of the EEC, complying with state-mandated ratios
- Oversee EEC purchasing in accordance with the EEC budget
- Organize monthly in-service and training opportunities for employees
- Serve as primary point of contact for the Head of School and Director of Operations
- Provide in-class coverage for teachers as needed to provide breaks and to maintain student-to-teacher ratios

Candidate requirements:

- At least 21-years-of age
- Meet state AZDHS qualifications for Childhood Center Directors (at a minimum a high school diploma or GED with 60 hours ECE trainings and 12 hours in program administration, plus 24 months experience, or other state-defined qualifications.)
- Experience managing a diverse team of employees
- Christ-like interpersonal skills and the ability to relate to tuition-paying parents
- A nurturing disposition as it relates to caring for young children
- Strong administrative skills, including record-keeping and compliance with state regulations

- The ability to be a self-starter who is motivated to take ownership of the position
- Adeptness at conflict resolution in accordance with biblical standards
- Agreement and adherence to PVCP's Statement of Faith and Lifestyle Standards

Contact PVCP to Apply!

To apply, send your résumé and a completed PVCP Teacher Application to hr@pvcp.org.