



Hollister Presbyterian Co-Operative Preschool
Preschool Director Job Description
(Session approved April 27, 2026))

Minimum Education and Requirements:

- Mature faith in Jesus Christ, ministry-minded, active in a local church and in agreement with the Essential Tenets of Christ Fellowship.
- Qualifications as Director OR Site Supervisor through the State Department of Social Services and Community Care Licensing-State Credential Permit.
- Hold an AA degree or higher in Early Childhood Education.
- Have a minimum of 5 years preschool teacher experience (ages 2-6)
- Completed 6 units of Administration Programs, AND 2 units of Adult Supervision.
- Clear Criminal Record (DOJ) and Fingerprinting Clearance.
- Mandate Reporter Certificate.
- DPR certificate.
- CPR/First Aid infant/child/adult/ AED training yearly.
- Current Tdap Vaccine, MMR Vaccine, Flu Shot or Flu waiver.
- CA Driver's License or proof of eligibility for employment.
- Ability to interface well with children, staff, board, parents, church Session leaders, as well as the general public.
- Ability to manage a wide variety of individuals.
- Strong understanding of the Department of Social Services and Community Care Licensing and requirements.
- Ability to manage a budget to ensure fiscal solvency.

- Capacity to lift 45 lbs. Stand, sit, bend, stoop, squat, stretch, push, pull, run if necessary, walk, and regular exposure to moderate to loud noise.
- Maintain a school website, promote the school on social media, and strong computer skills.

The Director's responsibilities shall include, but are not limited to the following:

Program Administration:

- Supervise school enrollment.
- Plan and maintain the school year calendar.
- Implement and enforce policies and procedures (required by state licensing, bylaws, parent handbook and employee handbook)
- Develop and maintain program budget with Budget Committee including payroll, payments, and disbursement of all funds.
- Lead and advise the Preschool Board, moderate monthly meetings.
- Maintain an up to date Website and social media page (instagram/Facebook).
- Regularly communicate with Christ Fellowship by meeting with the Head of Staff and Church Liaison monthly.
- Be accessible to parents and students on a daily basis.
- Supervision of all safety procedures.
- Ensure all staff are compliant with state licensing requirements, CPR/First Aid Training, and professional development as needed.
- Observations and evaluations of staff annually.
- Maintain confidentiality in regards to staff, students, and families.

Program Development:

- Remain current on issues and trends in early childhood education.
- Provide a vision for program development and change.
- Implement strategies to recruit and maintain enrollment.
- Create monthly calendars of themes, bible verses and stories, chapel time, activities and events.

- Provide parent education information and/or meetings.
- Conduct monthly staff meetings to discuss and plan curriculum in line with the school's mission and the monthly calendar.

Program Supervision:

- Supervision and encouragement of all staff.
- Weekly visit to all classrooms.
- Supervision of all curriculum to align with the school's mission.
- Ensure a safe physical environment.
- Oversee preschool campus maintenance in collaboration with the Buildings and Grounds team of Christ Fellowship Church.
- Assist with responding to and documenting student accidents.
- Resolve and document as needed student or parent conflicts.

Employment terms:

Work hours: Monday-Friday during the school year 8:00 a.m.-1:00 p.m.
Summer Hours and Holiday breaks: 2-3 days per week, 5 hours per day.
Approximately 1250 hours per year.

Leaves: Permanent employees are entitled to sick leave pay under California State Law. New employees may use sick pay after a 90 day period. Sick time shall be set at 40 hours and cannot be cashed out or transferred to the following fiscal year.

Disclaimer: All contracts are subject to adequate enrollment.
All contracts may be terminated at any time based on hiring policies or procedures as stated in the Hollister Presbyterian Preschool Employee Handbook or failure to comply with this signed contract in any way.

Salary:

Annual salary to be based on 1250 hours. \$33,750- 37,500
(Based on hourly range between \$27.00-\$30.00)

11 weeks x 15 hours per week = 165 hours (during non school weeks)

July 6, 2026 - August 14, 2026, November 23 - 27, 2026, December 21 - January 1, 2027, February 15 - 19, 2027, March 22 - 26, 2027

35 weeks x 25 hours per week = 900 hours (during school set up/school weeks) August 17, 2026 - May 21, 2027

Total 1065 + 185 additional hours for meetings etc = 1250 hours annually

Contract Terms: This agreement entered into by the Hollister Presbyterian Cooperative Preschool, Christ Fellowship Church and _____, employer and employee, respectively, shall be a one year contract; beginning July 1, 2026 and continuing through the fiscal year ending, June 30, 2027. This contract is subject to the bylaws and policies of Christ Fellowship Church, employee handbook of Hollister Presbyterian Co-Operative Preschool and the job description.

Application for the Hollister Presbyterian Cooperative Preschool Director

July 1, 2026-June 30, 2027

The Hollister Presbyterian Cooperative Preschool seeks a Director who is a faithful Christian who desires to lead a preschool that has been thriving for 63 years in our community. The preschool desires a Director who will support the mission statement of a Christ centered program, which incorporates the state standards through a natural, interactive learning environment that helps to shape the whole child. The Director must be willing to work in collaboration with Christ Fellowship Church and a parent board to support children learning through their play experiences (both structured and unstructured), develop according to their own individual needs and interests, and understand that each child is uniquely created by a loving God with their own special gifts.

Our preschool Director will live their life as a role model and their Christian lifestyle reflects the Biblical perspective of integrity and moral behavior.

They will agree to uphold the purposes and objectives of the Preschool/Christ Fellowship Church, its Statement of Faith and Philosophy of Education.

Application needs to include the following:

- Resume
- Letter of introduction
- Qualifications as Director OR Site Supervisor through the State Department of Social Services and Community Care Licensing- State Credential Permit.
- Hold an AA degree or higher in Early Childhood Education. Transcript
- Have a minimum of 5 years preschool teacher experience (ages 2-6)
- Completed 6 units of Administration of Programs, AND 2 units of Adult Supervision. Transcript
- Current CPR/First Aid infant/child/adult, AED card/certificate with EMSA endorsement
- Letters of recommendations are encourage
- Tdap Vaccine and MMR Vaccine and Flu Shot or Flu waiver
- Current TB

Submit application to Christ Fellowship Church, Hollister, CA
Office@christfellowshipollister.org