

# Job Openings & Descriptions

## Preschool Director

### **Overview:**

We are seeking a qualified individual to guide and direct our college prep preschool programs and staff. The ideal candidate will ensure that our students develop socially, emotionally, physically, and spiritually.

### **Responsibilities:**

- Oversee and manage the daily operations of the preschool.
- Develop and implement curriculum and programs that align with our educational goals.
- Lead and support preschool staff, providing guidance and professional development opportunities.
- Foster a positive, inclusive, and nurturing environment for students.
- Communicate effectively with parents, staff, and stakeholders.

### **Qualifications:**

- Bachelor's degree in Early Childhood Education or a related field of study.
- Proven experience in a leadership role within an educational setting.
- Strong understanding of child development and early childhood education best practices.
- Excellent organizational, communication, and interpersonal skills.

### **Application:**

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.

# Preschool Teacher or Teacher Assistant

## **Overview:**

Our preschool is seeking both part-time and full-time teachers and teacher assistants who can effectively manage and teach children aged 2-5 years old.

## **Responsibilities:**

- Plan and implement age-appropriate lessons and activities.
- Create a safe and engaging learning environment.
- Monitor and support the development of each child.
- Collaborate with other staff and communicate with parents regularly.
- Assist with classroom management and daily routines.

## **Qualifications:**

- Degree or certification in Early Childhood Education or related field preferred.
- Previous experience working with young children.
- Strong communication and organizational skills.
- Ability to work well in a team environment.

## **Application:**

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## Middle School STEM Teacher (Part-Time)

### **Schedule:**

Monday, Wednesday, Friday, 1:00 PM - 3:00 PM

### **Overview:**

We are seeking a part-time teacher to instruct middle school students in STEM subjects, including transportation, engineering, electronics, robotics, sustainability, aeronautics, power, and energy.

### **Responsibilities:**

- Develop and deliver engaging STEM curriculum.
- Facilitate hands-on activities and projects.
- Assess and monitor student progress.
- Foster a collaborative and innovative classroom environment.

### **Qualifications:**

- Bachelor's degree in Education, Engineering, or a related STEM field.
- Experience teaching STEM subjects preferred.
- Strong knowledge of middle school education practices.
- Excellent communication and organizational skills.

### **Application:**

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661-312-6984) to schedule an appointment to discuss your interests to join WVCS.

## Elementary STEM Teacher (Part-Time)

### Schedule:

One day a week, 11:00 AM - 1:00 PM (flexible hours and days)

### Overview:

Our school is seeking a part-time teacher to provide elementary-level STEM education, with curriculum and supplies focused on electronics, robotics, transportation, engineering, power, and energy.

### Responsibilities:

- Implement provided STEM curriculum and materials.
- Conduct engaging and educational STEM lessons.
- Encourage students' interest in STEM subjects.
- Monitor and support student progress.

### Qualifications:

- Degree or certification in Education or a STEM field preferred.
- Experience teaching elementary students.
- Strong organizational and communication skills.
- Flexibility and creativity in teaching methods.

### Application:

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# Middle School Digital Media Teacher (Part-Time)

## **Schedule:**

Tuesday and Thursday, 1:30 PM - 3:00 PM

## **Overview:**

We are seeking a part-time teacher to instruct middle school students in digital media, covering newscast production, broadcasting, film editing, audio mixing, video switching, lighting, and sound engineering. Additional responsibilities include social media, journalism, and supporting school technology resources.

## **Responsibilities:**

- Teach various aspects of digital media and broadcasting.
- Guide students in producing school newscasts and other media projects.
- Incorporate social media and journalism into the curriculum.
- Provide technical support for school events.

## **Qualifications:**

- Bachelor's degree in Media Studies, Communication, Education, or related field.
- Experience in digital media production and teaching.
- Strong technical skills in audio/video equipment and software.
- Excellent communication and organizational skills.

## **Application:**

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.

## Middle School Theatre and Music Teacher (Part-Time)

### **Schedule:**

Monday, Wednesday, Friday, 1:00 PM - 3:00 PM

### **Overview:**

We are seeking a part-time teacher to instruct middle school students in theatre, choral ensemble, acting, skits, interviews, newscasts, voice, and speech.

### **Responsibilities:**

- Develop and deliver lessons in theatre and music.
- Guide students in performances and productions.
- Encourage student participation and creativity.
- Monitor and support student progress.

### **Qualifications:**

- Bachelor's degree in Theatre, Music, Education, or related field.
- Experience in teaching theatre and music.
- Strong communication and organizational skills.
- Ability to inspire and engage students.

### **Application:**

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.

## Tech Support Staff (Part-Time)

### Schedule:

Wednesday, 8:00 AM - 1:00 PM

### Overview:

We are seeking part-time tech support staff to manage live streaming chapel services and broadcasting on our YouTube channel. Additional support will be needed for various school events.

### Responsibilities:

- Manage live streaming of chapel services.
- Assist with broadcasting school events, including sporting events, concerts, and productions.
- Provide technical support for sound, tech, and broadcasting systems (Sling Studio).
- Collaborate with existing support staff to ensure smooth operations.

### Qualifications:

- Experience in live streaming and broadcasting.
- Technical proficiency with audio/video equipment.
- Strong problem-solving and communication skills.
- Ability to work collaboratively in a team.

### Application:

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.

## Support Staff (Part-Time)

### Schedule:

Monday - Friday, 3:15 PM - 6:00 PM

### Overview:

We are seeking a part-time support staff member to supervise our after-school daycare program. The ideal candidate will manage staff schedules, ensure staff engagement with children, communicate with parents, schedule clubs, and handle billing for daycare and after-school activities.

### Responsibilities:

- Supervise and manage schedules for six daycare staff.
- Ensure staff are actively engaging with children through play and activities.
- Communicate daily with parents regarding their children's progress and activities.
- Organize and schedule after-school clubs and activities.
- Handle billing and charges for daycare services and club participation.

### Qualifications:

- Previous experience in childcare or supervision roles.
- Strong organizational and communication skills.
- Ability to manage multiple tasks and responsibilities efficiently.
- Experience with scheduling and billing preferred.

### Application:

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## Art Teacher (Part-Time)

### **Schedule:**

Flexible hours, 5 hours per week, between 11:00 AM and 2:00 PM,  
Monday - Friday

### **Overview:**

We are seeking a part-time art teacher to instruct elementary students (TK-5th grade) in art. The role offers flexible hours within the specified timeframe.

### **Responsibilities:**

- Develop and deliver engaging art lessons for elementary students.
- Foster creativity and artistic expression in a supportive environment.
- Organize and display student artwork.
- Collaborate with other teachers to integrate art into broader curriculum themes.

### **Qualifications:**

- Degree or certification in Art Education or related field.
- Experience teaching art to young children.
- Creative and innovative teaching methods.
- Strong communication and organizational skills.

### **Application:**

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.

## Fine Arts Director (Remote)

### Schedule:

5 hours per week

### Overview:

We are seeking a remote Fine Arts Director to explore the creation of a dedicated Fine Arts Department. This role involves coordinating specialized teams in dance, choral, theatre, and tech support for events.

### Responsibilities:

- Develop a strategic plan for a Fine Arts Department.
- Coordinate events such as Grandparents Day, play productions, and weekly chapel.
- Integrate choral, dance, and acting elements into school events.
- Oversee the tech team for event support.

### Qualifications:

- Background in fine arts education or administration.
- Experience coordinating arts programs and events.
- Excellent organizational and communication skills.
- Ability to work collaboratively with diverse teams.

### Application:

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.

# Facilities Maintenance and Custodian

## Schedule:

Flexible hours between 8:00 AM and 9:00 PM, Monday - Saturday

## Overview:

We are seeking a facilities maintenance worker and custodian who can perform a variety of tasks, including landscaping, painting, minor plumbing and electrical repairs. Specialists in carpentry, AC, and electrical work are welcome.

## Responsibilities:

- Perform general maintenance tasks, including landscaping and painting.
- Handle minor plumbing and electrical repairs.
- Assist with carpentry, AC, and electrical projects as needed.
- Maintain campus facilities, including door handle repairs and classroom painting.

## Qualifications:

- Experience in maintenance, carpentry, plumbing, or electrical work.
- Ability to perform physical tasks and handle various tools.
- Flexible availability for scheduling.
- Strong problem-solving skills.

## Application:

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# Play Production Intern or Assistant Director

## **Schedule:**

Two days per week, 3:30 PM - 5:00 PM

## **Overview:**

We are seeking a part-time intern or assistant director for our play production team. The role involves overseeing casting, vocals, dance, and acting, and coordinating with existing staff on set design and tech support.

## **Responsibilities:**

- Assist with casting and directing play productions.
- Oversee vocals, dance, and acting rehearsals.
- Coordinate set design and technical aspects with the production team.
- Support the overall production process to ensure smooth operations.

## **Qualifications:**

- Experience in theatre production and direction.
- Strong organizational and communication skills.
- Ability to work collaboratively with a creative team.
- Enthusiasm for working with students.

## **Application:**

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.

# Events Decorator and Designer

## Schedule:

Up to 10 hours per week

## Overview:

We are seeking a remote events decorator and designer to create props and decorations for school events and seasonal themes. The role involves enhancing campus aesthetics and encouraging parent involvement.

## Responsibilities:

- Design and create props and decorations for various school events.
- Decorate stages and campus areas to reflect event or seasonal themes.
- Collaborate with staff and parents to enhance event aesthetics.
- Ensure decorations align with school culture and objectives.

## Qualifications:

- Experience in event decorating and design.
- Creative and artistic skills.
- Strong organizational and communication skills.
- Ability to work independently and remotely.

## Application:

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.

# Chapel Director or Platform Schedule Coordinator

## **Schedule:**

(Part-Time, Some Remote Work)

## **Overview:**

We are seeking a part-time Chapel Director or Platform Schedule Coordinator to collaborate with support staff for event coordination and technical support. This role includes planning and incorporating student achievements, skits, dances, choral performances, and recorded interviews into the chapel schedule.

## **Responsibilities:**

- Develop and manage the chapel platform schedule.
- Collaborate with support staff for event coordination and technical support.
- Incorporate student achievements, performances, and interviews into events.
- Foster relationships with local nonprofits and first responders to enhance school programs.

## **Qualifications:**

- Experience in event planning or coordination.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse teams.
- Experience in a school setting preferred.

## **Application:**

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# Chapel Media Tech Coordinator

## Schedule:

Wednesday, 5 hours

## Overview:

We are seeking a part-time Chapel Media Tech Coordinator to manage technology aspects, including cameras, lights, newscast broadcasting, and sound systems. This role involves collaborating with enrichment teachers, school office staff, and teacher aides.

## Responsibilities:

- Manage live streaming, lighting, and sound systems for chapel broadcasts.
- Collaborate with teachers and staff on technology management.
- Train staff and students to use live streaming equipment.
- Provide ongoing support and supervision for tech-related tasks.

## Qualifications:

- Technical proficiency with audio/video equipment and broadcasting systems.
- Experience in live streaming and media production.
- Strong problem-solving and communication skills.
- Ability to work collaboratively with staff and students.

## Application:

Please submit your resume and cover letter to [dswales@westvalleychristianschool.com](mailto:dswales@westvalleychristianschool.com) ASAP. Please allow two days to process your information and then feel free to text Derek Swales (661)-312-6984 to schedule an appointment to discuss your interests to join WVCS.