



West Valley Christian School

22450 Sherman Way, West Hills, CA 91307
Preschool 818-884-9807 ~ Elementary/Middle School 818-884-4710 ~ Fax 818-884-4749

Preschool Director Application

We invite you to fill out this application and return it to our school administrator via email: dswales@westvalleychristianschool.com. Should we desire to continue the process, we will contact you to arrange an interview. We realize the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, love children and by the pattern of their lives, are Christian role models. Luke 6:40. Thank you for your interest in the ministry of WVCS. It is our prayer God will fulfill His perfect will in the lives of all our applicants.

A. APPLICANT'S NAME AND ADDRESS

Application date: ____/____/____ Date available: ____/____/____

Full name: _____

Soc. Sec. #: _____ Email Address: _____

Current Address _____

Home Phone # () _____ Cell Phone # () _____

How long have you lived at the above address? _____

Permanent Address (if different than present address) _____

Spouse's name _____ Occupation _____

C. CHRISTIAN BACKGROUND

Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes __ No _____

Denominational preference? _____

Which church do you attend regularly and why? _____

Are you presently a member? _____ How long have you been a member? _____

In which current church activities are you participating and with what degree of regularity?

D. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of your college transcripts. Should you be offered a position, copies of these records will become part of your personnel file.**

Name of University/College	City/State	Major/Minor	Dates	Degree

Total units _____ after date of Bachelor's degree Master's degree specify type _____

Do you have a state teaching credential? _____ State _____

Type of Credential _____ Valid until _____

If you do not have a credential, are you in process of receiving a credential? _____

Certificates (i.e., NCLB, CLAD, etc.) _____

How many Early Childhood Development units have you completed? _____

How many Administration or Staff Relations units have you completed? _____

*** Please attach photocopies of any credentials or certificates held.**

Have you had any courses in the Christian Philosophy of Education? If yes, where and when?

What awards and/or accomplishments are you most proud of?

E. EMPLOYMENT HISTORY

Please note teaching and non-teaching work experience for the past ten years. Begin with the most recent experience first.

Employer	Complete Address and Phone Number	Dates	Position
----------	-----------------------------------	-------	----------

Please explain any period of time in between employment: _____

Total years teaching experience: _____ Desired salary: _____

What school activities would you like to participate in as an advisor or coach if available? _____

Have you ever been convicted of a crime, excluding misdemeanors and infractions, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application.

___ Yes ___ No If yes, please explain. _____

Have you ever been terminated or asked to resign? ___ Yes ___ No If yes, please explain: _____

F. REFERENCES

Please list three professional references qualified to speak of your work experience and Christian service.

List your current or most recent principal, administrator or supervisor first.

Contact Person	School/Company Address	School/Company Phone #	Relationship
----------------	------------------------	------------------------	--------------

1. _____

2. _____

3. _____

Please answer the following questions on a separate paper and submit to Mr. Swales. These questions are found also on the Teacher Application which is our general employment application for our school faculty.

1. Your Journey: Kindly narrate your journey to becoming a Christian and highlight the daily habits that contribute to your spiritual growth. How have life experiences molded your faith and empowered you to assist others?
2. Beliefs: Share the Christian values and beliefs that shape your perspectives on marriage and the creation of the earth.
3. Teaching Approach: Describe your preferred teaching methods or styles tailored for elementary education in a Christian setting. Also, specify the grade level you enjoy teaching the most and your favored subject.
4. Leadership and Initiatives: Please share instances where you held leadership roles in elementary school, church, or the community. Additionally, provide examples of how your unique talents led to initiating programs or projects that aligned with and furthered the mission of the school or organization.

Phase 1

Please answer the following questions and submit to Mr. Swales. These questions are found also on the Teacher Application which is our general employment application for our school faculty.

On a separate paper please answer the following:

1. Your Journey: Kindly narrate your journey to becoming a Christian and highlight the daily habits that contribute to your spiritual growth. How have life experiences molded your faith and empowered you to assist others?
2. Beliefs: Share the Christian values and beliefs that shape your perspectives on marriage and the creation of the earth.
3. Teaching Approach: Describe your preferred teaching methods or styles tailored for elementary education in a Christian setting. Also, specify the grade level you enjoy teaching the most and your favored subject.
4. Leadership and Initiatives: Please share instances where you held leadership roles in elementary school, church, or the community. Additionally, provide examples of how your unique talents led to initiating programs or projects that aligned with and furthered the mission of the school or organization.

B. Certification and Agreement

I understand that West Valley Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statements or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release. I authorize West Valley Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job. Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model. I understand that this is only an application for employment and that no employment contract is being offered at this time. I certify that I have carefully read the entire application and understand the above statements, certification and agreement as shown above.

Signature of Applicant:

Date:

< COMPLETION OF PHASE 1 of PRESCHOOL DIRECTOR APPLICATION >

< PLEASE READ THE FOLLOWING PHASE 2 through 4 and WAIT FOR INVITATION EMAIL OR PHONE CALL FOR INFORMAL INTERVIEW>

Phase 2:

Informal Interview

After completing Phase 1 questions and submitting your resume, Mr. Swales will contact you to meet on campus for to our and Informal interview where we will discuss compensation and job description.

< AFTER INFORMAL INTERVIEW AND CAMPUS TOUR, PLEASE SUBMIT YOUR ANSWERS TO THE FOLLOWING QUESTIONS >

Phase 3

Please read the following and complete questionnaire below that discusses your values and beliefs towards being our next Preschool Director.

C. General Preschool Director State Qualifications (see item H. at end of this document for more specific state qualifications for preschool director). West Valley Christian Preschool is a licensed daycare facility through the Department of Social Services, State of California. The Preschool Director as overseer of the preschool is required to meet all licensing laws and regulations critical to the health and safety of the children in our care as described in Manual of Policies and Procedures Community Care Licensing Division for Child Care Center, Title 22, Division 12, Chapter 1. The Preschool Director must meet the Administrator Qualifications and Duties as described in Sections 101215 and 101215 and Personnel Requirements in Section 101216. When a change of Director occurs, the following items are required to be submitted to our licensing agency at least 30 days prior to change of Directors: * LIC 208, Designation of Administrative Responsibility. *Coursework verification and summary of experience to meet qualifications *LIC 501, Personnel Record *LIC 502, Health Screening and TB clearance *LIC 508, Criminal Records Statement *Fingerprint Clearance *LIC 610, Disaster Plan *Verification of current CPR/First Aid and Preventative Practices (15-hour course) *Other documents may also be required. The Preschool Director must be available during operating hours (or designate a qualified person in charge if absent) for unannounced licensing visits and/or inquiries.

D. West Valley Christian Preschool Director Position in West Hills, California at 22450 Sherman Way. West Valley Christian Preschool is seeking a passionate and dynamic Preschool Director to lead our Christian preschool, fostering an environment of faith, learning, and development. The ideal candidate will be committed to early childhood education, possess strong leadership skills, and have a deep understanding of Christian principles to integrate into the curriculum.

E. General Responsibilities:

1. Leadership:

Provide visionary leadership to the preschool, ensuring alignment with Christian teachings and integration of faith-based principles into the curriculum.

Provide leadership and mentorship to teachers and teacher aides, fostering a collaborative and supportive environment.

Maintain records relevant to school administration, including staff personnel records as mandated by Title 22.

Prepare job descriptions, conduct interviews for staff vacancies, and manage staff absences while adhering to required ratios.

Organize orientation at the start of the year to familiarize staff with school policies.

2. Operations:

Oversee day-to-day operations to ensure compliance with state regulations, manage staffing needs, and maintain appropriate ratios.

Address problems or conflicts related to school administration, including issues involving children, staff, or parents.

Establish and maintain the arrangement, appearance, and learning environment in classrooms and throughout the preschool.

Define policies regarding admissions, attendance, tuition, and educational goals.

Demonstrate proficiency in computer skills and effective communication with parents and staff through various forms of correspondence.

Plan the yearly calendar of holidays, chapel services, special programs, and supervise all events.

Manage the school budget, handle equipment and supply purchases, arrange repairs, collect fees, and ensure compliance with legal requirements.

Implement and maintain illness and safety programs for students, playgrounds, and classrooms. Conduct monthly fire drills as mandated.

Plan and oversee the snack and lunch programs in coordination with the lunch coordinator.

3. Curriculum Development:

Develop and implement age-appropriate, faith-based curriculum aligned with developmental milestones and Christian values. Regularly assess students development to ensure seamless transition into WVCS Transitional Kindergarten or Kindergarten. Be sure to align curriculum so that it prepares teachers, parents and students for Academic Rigor for the following year.

F. General Qualifications: Bachelor's degree in Early Childhood Education or related field (required). Previous experience in early childhood education, with a minimum of 5 years of teaching or involvement in leadership and supervisory roles with children. Strong understanding of Christian education and a commitment to integrating faith into the curriculum. Knowledge of California state regulations and licensing requirements for child care centers (Title 22).

G. PRESCHOOL DIRECTOR JOB DESCRIPTION QUESTIONNAIRE:

1. Responsibilities, qualifications and attributes of the preschool director: What makes you a strong candidate?
2. Enrollment, Growth, Class Ratios, Marketing: What is your plan for branding preschool so that new people learn about our preschool?

3. Preparation and Curriculum: What is your plan for designated preparation time in planning lessons from the curriculum?
4. Teaching Methods and Christian Integration:
 - a) What is your balance between role play, hands-on activities, and worksheets?
 - b) What methods of integrating Christian education into lessons do you expect?
5. Roles and Responsibilities:
 - a) Please outline job descriptions for teachers and teacher aides.
 - b) What teacher tasks are most time consuming take the most preparation time?
6. Additional Classroom Tasks:
 - a) What new responsibilities or tasks would you expect from teacher and teacher assistants?
 - b) What additional tasks do you expect from teacher outside the school day classroom time?
7. Leadership Roles:
 - a) What are the primary duties of the director and assistant director?
 - b) What are new changes or roles for assistant director to support you?
8. Classroom Dynamics:
 - a) What is your role in handling disruptive or high-maintenance students.
 - b) What is your preference towards academic support for each grade level?
 - c) What is your view of usage of discovery zones?
 - d) How do you support staff reach all learners?
 - e). How do you incorporate Christian words in specific letter lessons. How do you integrate tiers of Biblical integration?
9. Open-ended Questions:
 - a) Do you have any insights on preschool's strengths and needed improvements?
 - b) Do you have any experience or interaction with the preschool or elementary school staff?
 - d). What assistance would you like from School Administrator?

H. State job requirements:

Title 22 License Requirements

CHILD CARE CENTER

101215

GENERAL LICENSING REQUIREMENTS

Regulations

ADMINISTRATOR QUALIFICATIONS AND DUTIES

(a) The administrator must be at least 18 years of age. The licensee, if an individual or any member of the governing board of the licensed corporation, may be the administrator provided that he/she meets the qualifications specified in this section and in applicable regulations elsewhere in this chapter. The administrator shall have the following qualifications: Knowledge of the requirements for providing the type of care and supervision children need, and the ability to communicate with such children.

Knowledge of and ability to comply with applicable laws and regulations. Ability to maintain or supervise the maintenance of financial and other records. Ability to establish the center's policy, program and budget. Ability to recruit, employ, train, direct and evaluate qualified staff, and to terminate employment of staff.

Each licensee shall make provision for continuing operation and carrying out of the administrator's responsibilities during any absence of the administrator. NOTE: Authority cited:

1596.73 and 1596.81, Health and Safety Code.

Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 101215.1 CHILD CARE CENTER

DIRECTOR QUALIFICATIONS AND DUTIES

1. In addition to Section 101215, the following shall apply:
2. All child care centers shall have a director.

(1) Only one director shall be required in a combination center.

The child care center director shall be responsible for the operation of the center, for compliance with regulations, and for communications with the Department; and has the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. There shall be a clear written statement of the administrative responsibility and authority delegated to the child care center director. A copy of this written statement shall be given to the child care center director and shall be made available to the Department upon request. The child care center director, or the substitute director as specified in (f) below, shall be on the premises during the hours the center is in operation.

The child care center director shall not accept outside employment that interferes with the duties specified in this chapter. A child care center that offers an evening and/or nighttime program shall employ a director for each such program, as well as for the day program. When the child care center director is absent from the center, arrangements shall be made for a fully qualified teacher as specified in Section 101216.1(c) to act as substitute. This substitute child care center director shall be aware of center operations, including total enrollment; shall be trained in program operation; and shall be designated as an authorized person to correct operational deficiencies that constitute immediate threats to children's health and safety. If the child care center director is absent for more than 30 consecutive calendar days, the substitute director shall meet the qualifications of a director. A licensee who is responsible for two or more centers may serve as the child care center director of one of the centers provided that he/she meets the qualifications specified in (h) below, or may serve as the executive director of all of the centers provided that a qualified child care center director is employed for each individual center. Child care center directors shall have completed one of the following prior to employment: High school graduation or GED; completion, with passing grades, of 15 semester or equivalent quarter units as specified in (h)(1)(A) and (h)(1)(B) below at an accredited or approved college or university; and at least four years of teaching experience in a licensed child care center or comparable group child care program. Three of the 15 units required in (h)(1) above shall be in administration or staff relations. Twelve of the 15 units required in (h)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum. An associate of arts degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least two years of teaching experience in a licensed child care center or comparable group child care program. Three semester or equivalent quarter units shall be in administration or staff relations. A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least one year of teaching experience in a licensed child care center or comparable group child care program. Three semester or equivalent quarter units shall be in administration or staff relations.

A Child Development Site Supervisor Permit or a Child Development Program Director

Permit issued by the California Commission on Teacher Credentialing. Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Office of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education. Accredited schools, colleges or universities, including correspondence courses offered by the same, means those accredited by any one of the following recognized accrediting agencies:

1. Accrediting Commission, Distance Education and Training Council.
2. Western Association of Schools and Colleges.
3. Accrediting Bureau of Health Education Schools.
4. Association of Independent Colleges and Schools.
5. National Association of Trade and Technical Schools.

Units earned through correspondence courses from approved or accredited schools, colleges or universities shall be accepted for meeting educational requirements as specified in (h) above.

Each year of experience required in (h)(1), (h)(2) or (h)(3) above shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 100 days in a calendar year, as a teacher under the supervision of a person who would qualify as a director under this chapter.

PERSONNEL REQUIREMENTS

Child care center personnel shall be competent to provide the services necessary to meet the individual needs of children in care and shall at all times be employed in numbers sufficient to meet those needs. The Department has the authority to require any licensee to provide additional staff whenever the Department determines and documents that additional staff are required for the provision of services necessary to meet the needs of children in care. The licensee shall be informed in writing of the reasons for the Department's determination. The following factors shall be taken into consideration in determining the need for additional staff:

1. Needs of the children.
2. Extent of the services provided by the center.
3. Physical arrangements of the center.
4. Existence of a state of emergency or disaster.

The licensee may utilize volunteers provided that such volunteers are supervised and are not included in the center's staffing plan.

The following child care center personnel shall be at least 18 years old: Persons who supervise employees and/or volunteers. Persons, including volunteers, who provide any element of care and supervision to children.

All personnel shall be given on-the-job training in the areas listed below, or shall have related experience that demonstrates knowledge of and skill in those areas. Such training or experience shall be appropriate to the job assigned and shall be evidenced by safe and effective job performance.

<END OF PHASE 3 of APPLICATION FOR PRESCHOOL DIRECTOR. PLEASE WAIT FOR INVITATION FOR FORMAL INTERVIEW>

PHASE 4

Formal Interview with School Administrator and School Directors to discuss resume and answers to Phase 3 questions. Final Phase will include contract with refined job description and compensation package.

Certification and Agreement

I understand that West Valley Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statements or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize West Valley Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read the entire application and understand the above statements, certification and agreement as shown above.

Signature of Applicant _____

Date _____

