

First Presbyterian Church Petaluma
Position Description

Title: Administrator

Purpose: The Administrator oversees the operation of the Happy Day Presbyterian School and other functions of First Presbyterian Church in accordance with the church's mission, vision, and financial resources.

Accountability: The Administrator works as a team with the Happy Day School Director and the Pastor, with direct accountability to the Head of staff and the church Session.

Responsibilities:

- Maintain the standards set by the State of California Child Care Licensing Regulations ("Title 22").
- Supervise the School Director.
- Oversee the Director's employment and supervision of staff.
- Create and administer annual budget with Happy Day Director.
- Oversee and manage the finances of the school within the annual budget.
- Report on the annual school budget to church Session.
- Work with Happy Day Director and church staff to set tuition rates, determine staff salaries and oversee expenditures.
- Oversee all fundraising activities in conjunction with the Finance Commission.
- Provide and promote effective outreach with other ministries of the church.
- Oversee and maintain the school's policies, personnel actions and programs in coordination with the school's Director.
- Monitor the maintenance of personnel files, including all state required health and safety records.
- Attend church staff meetings.

Qualifications:

- Knowledge of the requirements for proper child supervision.
- Effective communication with staff, parents and children.
- Knowledge of and ability to comply with applicable laws and regulations.
- Ability to maintain or supervise the maintenance of financial records.
- Ability to enforce the church and school's policies, programs and budget.
- Ability to recruit, employ, train, direct and evaluate qualified staff, including termination of staff.
- Possess experience in teaching, leadership, and administration of a preschool, preferably in a Christian environment.
- Fulfill all education and employment qualifications set out in Title 22.
- Partner with church staff, Session Elders, Commissions and Ministry Teams.
- Demonstrate Christian faith and maturity; active participation in church.
- Demonstrate a commitment to continued educational, spiritual, and personal growth.

Terms:

This is a part-time, maximum of 20 hours per week, 12 month position. Annual salary will be established by the church Session. Leaves, vacations and holidays are subject to the provisions of the personnel policies of First Presbyterian Church of Petaluma.