

Trabuco Presbyterian Church Licensing Support Staff

Title: Preschool Licensing Support Staff

Purpose: This position will support the initial Title 22 licensing of the TPC Preschool. Duties will be defined by the Preschool Director, and may include classroom layout, curriculum planning, input to policies and procedures, and other duties to support the licensing process. The Mission of Trabuco Presbyterian Church is 'Inviting all People to Build an Active Relationship with Jesus Christ'.

Qualifications and Skills:

- **Faith-Based:** Be a Christian who has an ongoing relationship with Jesus Christ and a heart for shepherding children
- **Education/Experience:** Minimum of 12 Core semester units in Early Childhood Education and 6 months experience in a child care setting.
- **Effective Team Player:** Ability to work effectively with TPC staff, volunteers, and licensing personnel to assist in completing licensing in a timely manner
- **Physical:** Able to lift 25 pounds while setting up classroom learning environment
- **Technology:** Willing to learn Brightwheel software and assist in setting up admission policies and procedures as needed

Position: This position is hourly and part time up to 10 hours per week and is temporary until the preschool completes the licensing process (estimated June-August 2021). There are no benefits associated with this position.

Responsibilities: Assist preschool director in securing licensing for TPC Preschool.

Accountable: To the Preschool Director, Pastor Head of Staff, and the Personnel Committee of the Session.

Terms:

- This position will pay \$20 / hr