



WEST VALLEY CHRISTIAN SCHOOL

Job Title:	Preschool Coordinator	Job Category:	Exempt
Department:	Administrative	Job Pay Type:	Salary + Benefits
Campus:	Preschool	Position Type:	Full Time
Reports To:	Elementary or Assistant Principal	Expected Hours Per Week:	40+ hours

West Valley Christian School Mission Statement

West Valley Christian School equips students for life by providing Academic excellence, a Biblical foundation, and a Christ-centered community.

Job Summary

The Preschool Coordinator plays a key role in ensuring the quality and success of the preschool program at West Valley Christian School. This position requires a highly motivated individual who actively supports teachers, engages with families, and enhances the learning environment. The Preschool Coordinator helps facilitate curriculum implementation, organizes special events, ensures compliance with licensing standards, and fosters a Christ-centered community that nurtures young learners.

Role and Responsibilities

Spiritual and Community Leadership:

- Model a Christ-centered life and uphold the mission of West Valley Christian School.
- Support teachers in integrating biblical principles into daily classroom activities.
- Foster positive relationships with students, parents, and staff to create a spiritually and emotionally nurturing environment.

Program Support and Coordination

- Assist in implementing the preschool curriculum, ensuring alignment with ACSI standards and AZ Early Learning standards.
- Plan and coordinate preschool events, including parent meetings, chapel schedules, and special learning activities.
- Collaborate with administration to develop and maintain a high-quality preschool program.
- Work alongside teachers to ensure engaging, age-appropriate learning experiences.

Administrative and Compliance Responsibilities:

- Assist in maintaining preschool records, including student files, attendance, and licensing documentation.
- Support teachers with classroom organization and resource management.
- Ensure compliance with AZ state licensing requirements and assist with accreditation efforts.

Faculty and Staff Engagement:

- Serve as a liaison between preschool families and administration, addressing concerns and promoting positive communication.
- Assist the Director of Admissions in onboarding new families and guiding them through enrollment.
- At the direction of the Elementary or Assistant Principal, support professional development opportunities for preschool staff.
- Ensure the Preschool department feels a part of the school staff and culture as a whole.



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Family Engagement & Front Desk Support:

- Serve as a welcoming presence in the preschool lobby, greeting families as they arrive and ensuring a warm, inviting atmosphere.
- Answer phone calls, assist parents with questions, and provide information about the preschool program.
- Foster strong relationships with preschool families by maintaining open and proactive communication.
- Assist in onboarding new families and guiding them through the enrollment process.
- Organize and promote family engagement events to build community within the preschool.

Education, Qualifications, Skills, and Experience

- A committed follower of Jesus Christ, demonstrating spiritual maturity and a calling to Christian education, who aligns with WVCS's mission and Statement of Faith.
- Faithfully attends and supports a local church whose beliefs align with the school's statement of faith.
- Hold or be willing to pursue an early childhood-related degree or certification.
- Experience working in a preschool setting, preferably in a play-based environment.
- Displays strong leadership, communication, and problem-solving skills within a Christian school setting.
- Must have and maintain a valid Level One IVP fingerprint card.
- Must have and maintain a valid Arizona driver's license.
- Obtain and maintain CPR/First Aid certification.

Physical Requirements

- Use a computer (visual and keyboarding) for long periods.
- Able to remain stationary (sitting or standing) 50% of the time.
- Occasionally lift up to 25 pounds.
- At times, requires stooping, bending, turning, pushing, pulling, reaching, and climbing stairs (2-story).
- Use hands, fingers, and arms to reach, grip, and maneuver objects.
- Must be able to respond quickly to sounds (fire/security alarms).
- Work in noisy and crowded school environments.
- Able to work a flexible schedule, including weekends and evenings when needed.
- Frequent walking throughout the campus.

Background Check Statement:

WVCS conducts pre-employment screening for all positions, which includes a criminal background check and verification of work history, academic credentials, licenses, and certifications.

PLEASE NOTE: Subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate against applicants or students based on race, color, and national or ethnic origin in its admissions or the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate in its employment practices. West Valley Christian School is a Christian education institution and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. We desire to build an employee community of individuals living out their Christian faith who agree with our Statement of Faith, beliefs, philosophy, and qualifications.



West Valley Christian School | Statement of Faith

- I believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*2 Timothy 3:16, 2 Peter 1:20*).
- I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*1 John 5:7, Matthew 28:19*).
- I believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (*Philippians 2:6-11; Luke 1:36-38; 1 Peter 3:18; Hebrews 2:9; Acts 2:23-24; Hebrews 8:1; Matthew 26:64; Hebrews 10:37; Luke 21:27*).
- I believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (*Romans 5:12-19; 1 John 3:5-8; Titus 3:5*).
- I believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*John 16:8-10; 1 Corinthians 3:16, 6:19; Romans 8:4-8*).
- I believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (*John 5:28-29; Matthew 25:46; 1 Thessalonians 4:17; Revelation 20:11-15, 21:8, 22:11*).
- I believe in the spiritual unity of believers in our Lord Jesus Christ (*1 Corinthians 12:12-27*).
- I believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). We believe that rejection of one's biological sex is a rejection of the image of God within that person.
- I believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (*Genesis 2:18-25*). We believe that the institution of marriage is established in scripture as an ordinance that points the world to the relationship God desires for His church (*Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2-9, Isaiah 54:5*).
- I believe that in order to preserve the function and integrity of West Valley Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by West Valley Christian School in any capacity agree to and abide by all points put forward within this statement of faith (*Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22*).

