

Christ Lutheran Church Job Description

Title: Preschool Director

Reports to: Senior Pastor

Employment Status: Full Time

Date: May 2024

**Position Summary:**

Responsible for implementing policies and procedures, managing staff and overseeing the daily operations of the preschool. Develop and implement a traditional preschool program which follows the Douglas County conventional school calendar and continue with a summer school schedule that serves the community’s needs. .

**Skills and Qualifications**

1. A four-year degree in child development and/or early childhood education is preferred. Applicants with a background in related fields such as education, psychology, religious education, or social work, with coursework in child development and early childhood education may be considered.
2. Meet and maintain Director qualifications as established by the Colorado Department of Human Services, Division of Child Care
3. Experience in early childhood education, teaching and administrative responsibilities.
4. Preference will be given to Persons with a background in Lutheran theology and traditions
5. Possess current certifications for Infant/Child CPR, First Aid and Medication Administration.

**Duties and Responsibilities**

1. Personnel:
2. Responsible Team for interviewing, hiring and dismissals of Preschool staff
3. Conduct new employee orientation
4. Organize and chair monthly preschool staff meeting
5. Maintain preschool staff working files.
6. Promote staff development through both in-service and outside training programs within budget provisions.
7. Manage, mentor, coach and provide support and encouragement for each preschool staff member. This would include collaborative problem-solving and participation in the development of weekly, monthly and yearly plans.
8. Conduct annual performance evaluations for teachers, assistants and aides.
9. Maintain active membership in ECCDA (Early Childhood Christian Director’s Association)
10. Assist the Personnel Team in reviewing and updating job descriptions for preschool staff.
11. Schedule and staff substitute teachers as required
12. Provide recommendations for preschool staff salaries, wage related issues to the CLC Council.
13. Maintain the Preschool Policy and Procedures Handbook
14. Finances:
15. Prepare an annual budget in consultation with the Advisory Team and present to the CLC Council for approval.
16. Oversee the expenditures of the Preschool budget and manage the purchasing of equipment and supplies for the school.
17. Ensure that all school fees are collected in a timely manner or that other arrangements are made which are satisfactory to both the school and the parents.
18. Maintain financial records as required by the CLC’s Council, Treasurer and bookkeeper
19. Responsible for expenditures within preapproved budget limitations. Expenditures outside the budget require CLC Council approval.
20. Manage and timely submit data to third-party payroll administrator for bi-monthly payroll.
21. Cooperate with the reconciliation of the Preschool’s bank accounts; the audit of the Preschool books; and all other reasonable directives and requests of CLC’s: Council, Treasurer and bookkeeper.
22. Programs:
23. Implement written policies and procedures adopted by the Preschool Advisory Team.
24. Establish immediate and long-term objectives to implement the program goals.
25. Oversee development of age appropriate curriculum for all levels of instruction.
26. Ensure that curriculum observes Christian principles
27. Maintain regular personal contact with the children of the school.
28. Meet and maintain licensing and accreditation requirements.
29. Develop and maintain enrollment strategies to ensure adequate enrollment meets the budget.
30. Take responsibility and be proactive in all areas of child safety.
31. Advocate local, state, federal and Church wide programs for children and their families.
32. Parent Relations:
33. Meet with parents of prospective students and explain preschool philosophy, organization, curriculum and fee structure.
34. In association with staff members, provide orientation to families of new and returning students.
35. Be available to parents for discussion of problems and questions relevant to their children and the preschool program.
36. Oversee parent teacher conferences and reports.
37. Coordinate with staff members all school functions that include parent involvement.
38. Foster participation of parents in the preschool’s program.
39. Provide, as appropriate, information on other community resources which may be helpful to families.
40. Be aware of children’s special needs.
41. Building
42. Provide for the health and safety of children and staff members.
43. Plan and equip indoor and outdoor spaces.
44. Maintain an inventory of all equipment.
45. Oversee the maintenance of the facility and equipment in coordination with the Church staff.
46. Schedule and coordinate the use of shared spaces and equipment with the Church staff.
47. CLC Staff and Congregational Responsibilities
48. Participate in congregational and staff activities or ministries, while demonstrating a desire to be collegial and share gifts and responsibilities
49. Participate with church staff, the Senior Pastor and other church leaders in building up the Church as the body of Christ
50. Promote the congregation’s mission, vision, and goals
51. Serve as a member of the Preschool Advisory Team
52. Maintain relationships with staff, parents and members of the congregation in a professional manner
53. Attend CLC Staff meetings
54. Administrative Responsibilities:
55. Provide monthly/yearly activity calendar to Senior Pastor
56. Submit a monthly report on preschool ministries to the Church Council liaison
57. Provide a monthly newsletter to parents, church and PAT.
58. Submit preschool ministries information for the newsletter and web
59. Keep Senior Pastor informed on Preschool issues and changes related to the preschool.

**Americans with Disability Specifications**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk, hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.