**POSITION Preschool Director**

Full-time, salaried, exempt

Supervised by Lead Pastor

Position updated March 2024

**JOB SUMMARY**

Our Redeemer's Lutheran Church Preschool Director is responsible for the effective daily management and operations of the preschool, including four weeks of summer camps. They are to provide a nurturing, Christian educational environment that is aligned with the most effective developmentally appropriate learning practices. The Director is responsible for budget, facilities, and staff selection, development and management, as well as communications, marketing and general school administration. The position will work closely with the Our Redeemer’s Ministry Team, the Preschool Advisory Board and preschool families. Vacation, sick leave, and contributions to a retirement account will be allocated per Our Redeemer’s Personnel Policy.

**PRINCIPAL DUTIES AND FUNCTIONS**

**Administrative**

* Responsible for all day-to-day operations of the preschool.
* Oversee the hiring and supervision of teaching and support staff.
* Ensure staff are following policies and procedures.
* Maintain complete student files and ensure confidentiality of all student records.
* Maintain paperwork on school operations, incident reports and other documentation. Prepare reports as required by law (IRS form 5578, State Immunization reports, etc.).
* Oversee the Lunch Bunch meal offering, including staffing and scheduling.
* Maintain a Christian environment for students, staff and families.
* Maintain a visible presence throughout the facility, build relationships with students, families and staff.
* Attend weekly Ministry Team staff meetings and communicate regularly with the Lead Pastor.

**Staff Development/Curriculum**

* Stay current in new developments related to early childhood education and distribute applicable information to staff.
* Observe and monitor classroom instruction, providing feedback and guidance when needed. Complete an annual evaluation of each staff member.
* Maintain scope and sequence (curriculum) and ensure curriculum is implemented throughout program and updated when needed.
* Assist teachers in identifying special needs of individual children and perform formal/informal observations as needed. Suggest and help implement appropriate interventions with students as needed.
* In conjunction with staff members, arrange and oversee special events and resource personnel for preschool enrichment programs, including four week-long summer camp offerings.
* Plan and lead regular staff meetings and facilitate communication among staff.
* Create substitute teacher list and assist with arranging for teacher coverage when required. Step into teacher role when needed.
* Oversee student assessment process in winter and spring. Maintain developmentally appropriate progress reports and update when needed.
* Design and facilitate staff self-evaluations at the end of each school year.
* Evaluate program through family surveys at least once per school year, using results to make necessary improvements.

**Communication**

* Oversee all preschool communication, including maintaining the preschool’s website, advertising school openings, summer camps and fundraising projects, and regular weekly communication with families.
* Provide monthly reports to the Our Redeemer’s Council and monthly articles/updates for the congregation’s newsletter.
* Communicate regularly with staff regarding preschool activities and events. Coordinate facility use with church office for regular and special events.
* Establish and maintain communication with other preschools/early childhood organizations both locally and outside the community for support, guidance, and mutual assistance.

**Facility/Equipment/Safety**

* Purchase and maintain all supplies and equipment required for preschool use. Maintain adequate quantities of consumable items throughout the year.
* Enforce safety/security standards for students, staff, families and visitors, including regular inspection of all school spaces and equipment. Schedule annual playground inspection and file report with church office.
* Coordinate any needed repairs/maintenance/updates of indoor and outdoor spaces.
* Maintain and update emergency evacuation procedures.
* Interact with Our Redeemer’s custodian to facilitate daily cleaning and maintain a calendar of other needed cleaning projects.

**Financial**

* Create, plan and implement annual budget and ensure expenses stay within budgeted amounts.
* Recommend tuition and other fees. With assistance from the Director of Finance, prepare and distribute monthly tuition invoice for families as needed. Coordinate invoices for Lunch Bunch program.
* Present annual budget, including staff compensation, to Our Redeemer’s Council for final approval.

**Registration/Enrollment**

* Update school handbook, policies and enrollment forms as needed.
* Set dates and procedures for enrollment process.
* Create and distribute yearly brochure, including website maintenance.
* Provide information for prospective families regarding program, facility and curriculum. Schedule and provide tour of facility and class visitation. Accept enrollment forms, process supply fee payment, maintain class lists and update changes as they occur. Confirm enrollment and provide receipt for supply fee. Maintain waiting list for full classes and contact families with updates as needed.

**Student Development/Family Relations**

* Provide a warm, nurturing and educational environment in which students, families and staff cooperate to create a positive learning experience.
* Ensure that children with special needs, including medical needs, have appropriate accommodations, which are known to all staff.
* Facilitate and encourage parents to serve as classroom helpers.
* Provide families information on community resources, including speech therapy, early childhood identification, occupational therapy, etc. Coordinate with other service agencies as needed and with parent approval.
* Document and report any suspected child abuse and/or neglect to the Department of Family Services, or assist teacher in making report.

**Preschool Advisory Board**

* Recruit new volunteer Advisory Board members as needed.
* Set meeting times and reserve space on church calendar.
* Meet with board president and develop agenda for each month’s meeting.
* Prepare and present Director Report at each meeting. Facilitate teacher reports.

**DESIRED MINIMUM QUALIFICATIONS**

* Administrative experience, including managing a budget effectively.
* Knowledge of early childhood development principles and developmentally appropriate educational practices.
* Classroom teaching experience preferred.
* Excellent communication and interpersonal skills with adults and children.
* Ability to create a positive, safe, and nurturing environment for children.
* Ability to collaborate and communicate with teachers, support staff, parents, and students in a positive and constructive way.
* Ability to plan, manage, and evaluate curriculum and staff.
* A commitment to the Christian faith, with a love of Christ and a desire to share that love with children and their families.
* Bachelor’s degree in a child or education-related field. A combination of experience and education will be considered.

NOTE: Only minimum duties are listed. Other responsibilities may be required as requested by the Lead Pastor.