

# St. Paul Lutheran Preschool

## Position Description

### **DIRECTOR**

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#### **I. Job Purpose**

Under the general supervision of the Preschool board of Directors and St. Paul Lutheran Church Council, directs the operation of St. Paul Lutheran preschool to provide leadership to staff, educational direction to students, and excellent communication with parents. Actively promotes the preschool in the local community through fundraising, community events, and local publications.

#### **II. Essential Functions**

1. With supervision from the Board of Directors, directs the **daily operation** of the morning and afternoon preschool classes: be alert and compassionate to the health and safety of each child, managing daily workflow, plans daily activities for morning and afternoon groups, be certain there is a (parent/grandparent/aunt/uncle/congregational) helper for each class session, have current memory verse visible, prepares materials or delegates to parent helper to prepare daily activity for afternoon group, present monthly report to the board of what has been studied and what activities have occurred as well as concerns needing to be addressed, provide lesson plans the reflect curriculum, provide a routine for daily lessons, set up centers, prepare needed materials and supplies, incorporate children's birthdays into days events.
2. The following **monthly duties** are; bible verse displayed and incorporated into daily lesson, collecting tuition, bulletin board changed, newsletter to parents, write and submit article for church Epistle, keep snack and helper calendar filled and encourage adherence to it, and direct all emergency drills.
3. Maintaining accurate **records**: to include children's records of immunizations, birth certificates, copies of signed policy agreement, copies of registration information, tuition and copies of signed tuition agreement, incident forms, personnel forms, current employee records, (volunteer helpers who differ from parent helpers ...background checks), all classroom helper records required by state, and accident/incident reports.
4. **Communication** must be strong with parents, board, and congregation. Tools to maximize this include; posting Preschool Mission statement in a visible place, sign-in table, newsletter to parents, Epistle article to congregation, bulletin board which details current events, write thank you notes as appropriate, call each family regarding change in schedule due to funerals or other such church priority events, schedule individual time with all parents to discuss the progress of their child at least once in the school year (and/or provide a written evaluation of each child), keep board current of any parental concerns, prepare Open House handout along with Board, attend Church council meetings, direct annual parent meeting, give St. Paul's website managers updated preschool information, prepare regular reports on the state of the preschool to the Preschool Board and Church Council, prepare Registration packets for incoming families, always have Parent "input" form available and report these to the Board, post Social Services and Poison Control procedures, and post Department of Social Services Office of Child Care services address for any grievances.
5. Plan events. Provide forms such as field trip release forms and sign up sheets. Schedule for **events**, and work with parents, Preschool Board, and the Pastor in the planning and implementation of annual events, such as; get acquainted day before the first day of school, Open House in the first month of school, Preschool Sunday, Christmas program, Easter celebration, holiday or seasonal events, other planned special events, and an end of year closing event.

6. Work with the Board in regards to **development** of the preschool ministry, this could include but is not limited to: promoting professional growth for staff, keeping abreast of new developments in the field of early childhood, plan fundraisers, pursuit of matching funds from Thrivent Financial for Lutherans, make a wish list of items/support which and communicate it to the congregation or other local groups, create yearly supplies and equipment inventory, purchase appropriate additional materials for the preschool, and potentially work to write grants along with designated committee, promote parent education through various resources or events, and maintain strong parent role according to the definition of the cooperative.
7. Keep the **business aspects** of the preschool consistent and predictable; know current laws regarding early childhood center requirements, maintain contact with state and local agencies, files organized and current and easily accessible to state and federal guidelines, apply for license changes and keep it current, submit any bills to Treasurer, maintain a current copy of license requirements somewhere in preschool room, be prepared for registration in the Spring and coordinate with Calhan school preschool for that day, have files and inventory complete for review by board at the end of the school year, and design a checklist of things to do during the summer months in preparation for the next year, and complete fiscal requisition forms.
8. Understanding the importance of facility and resource **maintenance** to include the following: inspection by Fire department, changing room and keeping it current, set up, clean up of rooms, bathrooms, narthex, sanctuary, schedule parent groups for bi-annual work days to include cleaning of the church, maintain equipment (and toys) and rooms in good working condition (call for repairs or replacement as appropriate), along with the board decide on equipment purchases,
9. Supervisory duties include evaluation of the teacher/helper/group leader, find any substitutes needed.
10. May serve on a local school committee or task force.
11. Performs other job-related duties and assumes other responsibilities as assigned by the board of Directors or St. Paul Lutheran church congregation council.

### III. Knowledge, Skills, and Abilities Required

1. Skills required to be a Director as stated in the Rules Regulating Child Care Centers from the Colorado Department of Social Services.
2. Must have lifestyle that reflects relationship with God.
3. Be a professionally prepared teacher of young children with the main emphasis being Christian education.
4. Work with teacher in carrying out the entire classroom program.
5. Assist in the supervision and guidance of the child's development. Maintain a positive and healthy classroom environment.
6. Participate in center events.
7. Communicate well with Church council, Preschool Board, and parents.

### IV. Qualifications/Education Requirements

1. Must meet the education/experience qualifications to be a Director as stated in the Rules Regulating Child Care Centers from the Colorado Department of Social Services.
2. Take 9 unit hours of continuing education classes each year.
3. Maintain current CPR and First Aid and any other state or federal requirements for being an early childhood educator, such as Medical Administration and Universal Precautions.