

## Preschool Director

### Job Description

#### Christ Lutheran Church Early Childhood Program

#### **Introductory Statement**

Christ Lutheran Church seeks a person to join our ministry leadership team and share their God-given gifts for ministry in ways which are meaningful and enriching to faith and daily life. The Preschool Director will be the lead staff person in coordinating, furthering, equipping and encouraging preschool families in a comprehensive quality preschool ministry program. The goal of this endeavor is to share the love of God through an exciting preschool curriculum of discovery maintaining not only state licensing standards but being consistent with the quality outlined by the National Association for the Education of Young Children (NAEYC) in their accreditation process.

#### **Qualification**

The Director must first of all have a sense of call and a passion for ministry with infants and preschool age children and their families that is grounded in an understanding and appreciation of Lutheran theology. This person shall have significant experience in infant/preschool ministry and possess good communication skills with both young children and adults. Commitment comes from an understanding of God's love for us and God's desire for us to make the Good News of Jesus Christ come alive in tangible ways for each participating family. A willingness to grow in faith personally in this position is a requirement.

Specific experience must include a Bachelor's Degree in Education with demonstrated experience and licensure or certification in Early Childhood Education. Leadership experience in administration and staff guiding is required. The Director must be able to demonstrate the ability to work well with all staff, volunteers and preschool families.

#### **Description of Responsibilities**

1. Utilize prayer as the key to this ministry.
2. Have primary responsibility for the administration of the program and ensure that it complies with Colorado DHS requirements.
3. Be familiar with NAEYC standards for accreditation and implement process/procedures to comply with them.
4. Provide leadership and input to the staff and Board for developing new strategies for growth in the preschool program.
5. Provide direction for processing of service fees from families.
6. Provide input to Marketing Committee to promote preschool program.
7. Develop annual budget figures for salaries, operational expenses and projected program income in accordance with request from Board.
8. Support fundraising efforts of the program initiated by the Board.

9. Other duties as shall be deemed appropriate by Board.

### **Accountability**

The Director will report specifically to the Preschool Board of Directors in all matters of policy and direction. Opportunity for review and goal setting will take place on an annual basis with the Board. She/he will work cooperatively with the Pastor of Christ Lutheran Church and will receive support from him. He will strive to assist in helping Director grow in faith while contributing to CLC's goals for outreach and family ministry.

### **Work Relationships**

The Director shall:

1. Emphasize and value the fostering of a team spirit among the staff and recognize the importance and role of each staff member in the life and ministry of the program.
2. Be a mentor, companion, resource and role model for the people of CLC and specifically the families of the Early Childhood Program.
3. Foster and strive to grow a spirit of Christian community specifically with and between the preschool staff and the children and their families.
4. Work cooperatively with the preschool staff, families, Board and others to educate and keep the congregation informed about the preschool program.
5. Work as a team to develop, plan and implement the highest quality program available as children experience discovery of God's love and exploration in His world.