**Position / Title**: \_Director/Lead Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full-time**: \_\_\_X\_\_\_\_ **Part-time**: \_\_\_\_\_\_\_\_\_\_ **Revision Date**: \_\_\_December 2, 2024\_\_\_\_\_

**F.L.S.A.:**  Exempt: \_\_\_X\_\_ Non-Exempt: \_\_\_\_\_\_\_ **Management Responsibilities**: YES / NO

**Position Reports to:** \_\_St. John Senior Pastor\_\_\_\_\_\_\_

**Job Summary:**

The St. John Christian Preschool Director is responsible for the planning and daily operation of SJCP in accordance with the basic concept of a Christian ministry, the preschool by-laws, state regulations and concepts of early childhood education. The Director is also responsible for the supervision of the Associate Director, Teacher Assistant(s), and various volunteers.

**Prerequisites / Qualifications:**

* **Required**: A Bachelor of Arts or Bachelor of Science degree in elementary education, an Early Childhood endorsement (or related field), and work experience of a minimum of two years. We are looking for someone who would follow and maintain the Iowa Health and Human Services (IHHS) preschool licensing standards and regulations.
* **Preferred**: Must be a person with a deep Christian faith who actively practices that faith through worship and prayer and is willing to let that faith show through in his/her interaction with the children, staff, parents, and the public.

Must consider him/her self a vital part of the Christian ministry and endeavor to fulfill his/her duties in the spirit of Christian service.

Must be cheerful, tactful, courteous, and able to meet the public and maintain confidentiality of all information obtained on the job.

**Principle Activities / Duties:**

a. Manager of the Preschool
 i. Responsibilities to carry our mission and purpose of the preschool:
 1. Maintain a Christian atmosphere in the center and devote a portion of each session to the
 direct teaching of the Word of God in a way appropriate to the developmental level of the
 children.
 2. Recommend policies in accordance with the purpose of the preschool.
 3. Serve as ex-officio member of the St. John parish education board.
 4. Supervise classroom, building and equipment maintenance for the safety of the students.

 ii. Responsibilities for administration:
 1. Handle problems related to the administration of the school.
 2. Report and conform to state and federal regulations.
 3. Maintain necessary records, reports, and forms as required by IHHS
 3. Supervise classroom schedules, calendars, space/equipment and responsibilities
 of staff.
 4. Keep informed of the school’s legal responsibilities and liabilities.
 5. Arrange for a substitute teacher for self and assistant(s).
 6. Maintain files/records in accordance to the Statewide Voluntary Preschool Program
 (SWVPP) requirements as stated in the contract with the district.
 7. Maintain monthly attendance for students who receive the Early Childhood Iowa (ECI)
 Scholarship and send forms in monthly, according to contract with ECI.
 8. Be the liaison between the preschool and the Foster Grandparent Program (FGP) and comply
 with the Memorandum of Understanding.
 iii. Responsibilities for public relations and communications:
 1. Maintain positive relationships among students, teachers, parents, congregation and
 community.
 2. Be responsible for the distribution of the information/consent forms.
 3. Provide weekly communication with parents.
 4. Schedule and attend two parent orientation meetings in August, home visits for the 4/5 year
 old student’s families in August, parent/teacher “get acquainted” conferences with new
 families, two open houses in the fall, parent/teacher conferences during the first and second
 semester with parents of each 4/5 day PM child, two end-of-the-year open houses in the
 spring.
 iv. Responsibilities for recruitment and admissions:
 1. Promote the preschool in the community.
 2. Provide promotional material that reflects the philosophy of the preschool.
 3. Plan for the orientation of students and families prior to starting date.
 v. Responsibilities for finances:
 1. Read scholarship applications.
 2. Assist in the preparation of the annual budget.
 3. Purchase supplies necessary to the daily program in keeping with the budget.
 4. Collect fees and tuition and maintain records including applying, notifying and recording
 tuition fundraiser profits.

b. Educational Leader:
 i. Responsibilities for curriculum development:
 1. Plan and implement, every week/monthly, a curriculum that is age appropriate and meets the
 stated purpose for the preschool.
 2. Plan for the management of children’s programs and routines.
 3. Plan and implement field trips.
 4. Plan for equipping indoor and outdoor environments appropriate for young children.

 ii. Responsibilities for staff development:
 1. Keep abreast of research and new developments in the field of early childhood education.
 2. Assist personnel committee in preparation of job descriptions.
 3. Arrange for and participate in interviews of potential staff members.
 4. Conduct regularly scheduled preschool staff meetings and attend weekly staff meeting of the
 St. John Lutheran staff.
 5. Responsible for observations and evaluations of staff.
 6. Plan and implement professional growth for the staff (training required for HHS, etc.)

**Evaluation:** The Sr. Pastor and a member of the preschool board shall review this position annually.

**Salary and Benefits:** See contract for current year.