



St. Luke Lutheran Church

Little Lambs Preschool Director/Lead Teacher

Position Description

Fall 2008

PURPOSE: This position will:

- Be responsible for the overall daily operational leadership of St. Luke Little Lambs Preschool
- Adhere to the adopted curriculum and lead classroom instruction

QUALIFICATIONS:

- Be an active member of a Christian church, and have a comprehensive understanding of the faith and practices of the Lutheran Church- Missouri Synod
- Have a minimum of 60 semester hours of credit from an accredited college or university, with not less than 18 semester hours credited in child development, child psychology, or early childhood education.
- Comply with all applicable state qualifications/requirements
- Maintain a current CPR license
- Have first aid training

DUTIES:

- Implement policies impacting the Preschool adopted by the congregation.
- Supervise the daily operation of the Preschool including, but not limited to, developing/updating the preschool curriculum, preschool marketing, enrollment procedures, individual student visits prior to start-up date, conducting parent conferences, requesting equipment and supplies necessary for the proper and efficient operation of the Preschool, properly closing the program after the school year.
- Help connect the Preschool program to other activities in the congregation that will benefit the children and encourage broader involvement in the congregation by those who have no other church home.
- Collecting, account for and deliver as instructed tuition and other revenue. Prepare requests for payment of expenses. Develop and submit, as instructed, a budget and list of expenditure categories to establish the basis for record keeping during the fiscal year. Review monthly expenditure/revenue reports prepared for the Preschool.
- Maintain records relating to personal leave for preschool staff during the fiscal year.
- Serve as the lead contact with the Michigan Department of Consumer and Industry Services.
- Prepare written reports regarding the operation of the Preschool as may be requested by the Pastor.
- Participate in regularly called church staff meetings during the school year and summer months.

- Utilize a Christ-centered curriculum reviewed and approved by the Pastor.
- Use Christian disciplinary methods, using Law and Gospel appropriately.
- Supervise Teacher's Aids for instructing them in the duties. Supervise parents who may assist with any classes taught.
- Have a "substitute teacher folder" and written lesson plans available at all times.
- Keep an information folder in the Preschool office on each child.
- Maintain written records of student attendance and achievement.
- Make reports to parents (written and/or oral) concerning the progress of the child (ren).
- Schedule and conduct parent/teacher conferences at least once a year, or more frequently as needed.
- Recommend students for specific evaluations, such as hearing, speech, sight and other physical or mental disorders when circumstances warrant these services.
- Report cases of suspected child abuse and neglect to the proper authorities.
- Record all incidents and injuries in official records and report such to the parents.
- Handle all minor discipline problems and document and report major incidents to the Pastor.
- Report damage to Church or School property or any potentially dangerous item or objects on the church premises to the church office.
- Supervise playground, corridor, snack time and other child activities.
- Assure that materials and equipment are in their proper places in an orderly and organized manner at the end of each session.
- Assure that Teacher's Aid keep the classroom, bathroom, equipment and toys clean and sanitized between classes and whenever needed.
- Handle clerical work involved in scheduling field trips.
- Conduct and record fire and tornado drills.
- Coordinate parent assistance and treat schedules.
- Be on site at the Preschool at such times as the Pastor directs.
- Attend professional preschool teacher conferences and workshops or observe other preschools.

BOUNDARIES:

- Reports to the Pastor
- Observes policies established by the congregation

Drafted 5/15/08