

Preschool Director

Position: Preschool Director

Status: Salaried (exempt)

Reports to: Senior Pastor

Purpose: To sustain and develop Light of Christ’s preschool as the premier Christian preschool in the community by setting curriculum direction, overseeing staff, working collaboratively with the board, developing unique community-building programs, maintaining licensing and physical plant, marketing the program and working collaboratively with other Church staff and ministries.

Duties & Responsibilities
<p>Curriculum oversight</p> <ul style="list-style-type: none"> • Maintain a developmentally appropriate and academically enriched focus for the preschool • Develop unique and appropriate curriculum approaches and resources for two year old, three year old and four-five year old classes. • Oversee purchasing of all materials necessary for curriculum and preschool activities. • Create and sustain enrichment programs that foster the overall goals of the preschool • Sustain and deepen the Christian focus of the preschool, accessing church staff input as needed.
<p>Oversee Staff</p> <ul style="list-style-type: none"> • Supervise all preschool staff so that they effectively lead in accordance with curriculum priorities and preschool values. • Provide for staff training at start of each year and throughout year in accordance with DCFS standards. • Recruit, interview and hire all new staff as positions become open. • Authority for releasing/reassigning staff rests with the Director, but should be executed only after consultation with Senior Pastor and Board president.
<p>Collaborative work with Board</p> <ul style="list-style-type: none"> • Provide directional leadership to the Board so that together they might discern God’s leading for the preschool and specific strategic priorities. • Recruit members for the board and provide for their training to serve effectively • With the Board and Church financial staff, set Preschool budget and assure that the preschool operates as a self-supporting ministry of the church. • With the Board, develop and execute fund-raising plans to supplement the preschools operating and capital expenditures • With the Board, create special community-building programs to build a sense of engagement with families (e.g. Fall Festival, Mother’s Day Tea, Grandparents day, Dads and donuts, etc.)
<p>Licensing, Standards and Building</p> <ul style="list-style-type: none"> • Conduct all programs with a fundamental commitment to the safety of children, staff and parents. • Keep program in line with evolving DCFS standards to maintain licensing accreditation. • Keep all spaces in line with Fire Marshall standards • Keep all spaces and processes in line with Health Department standards. • Maintain plans for consistent cleaning and upkeep of all preschool spaces (i.e. classrooms, restrooms, closets and playground).
<p>Enrollment and Marketing</p> <ul style="list-style-type: none"> • Create a consistently warm, welcoming and personalized preschool experience for all children and parents • Maintain positive relations through one on one and group communication (e.g. Facebook, CCB, emails, etc.) with all current and former preschool families as “word of mouth” is a preschool’s best marketing • Present the preschool in positive ways in the community to invite people to consider LOC preschool as their first choice for their child’s early childhood education. • Respond to new family inquiries promptly, with warmth and provide tours to effectively showcase the preschools mission and qualities.
<p>Church Collaboration and Administrative Responsibilities</p> <ul style="list-style-type: none"> • Attend monthly “All Staff” meetings of the church for calendaring and ministry collaboration.

- Work with Senior Pastor, Dir. Of Children's Ministry, Dir. of Welcome Ministry and other church staff to build bridges between church and preschool.
- Communicate any creative opportunities or significant concerns to Senior Pastor quickly to assure seamless Church/Preschool ministry

Competencies Required:

- Strong personal faith in Jesus Christ
- Educational credentials as required by DCFS for Preschool Director
- Able to communicate effectively to individuals and groups
- Ability to work in a team setting/collaborate with volunteers and staff.
- Positive role model and relational skills
- Strong organizational skills
- Ability to have and respect personal boundaries; respect and uphold confidentiality
- Knowledge of and ability to grow in computer skills: Word, Outlook, CCB (church database)

Direct Reports:

- Preschool Teachers
- Cleaning staff

Salary

- 10 month salaried position (plus some summer hours paid on hourly basis)

Working Conditions:

- Available to work on weekday hours with some evening and weekend hours as needed.