



CHRIST LUTHERAN CHURCH & SCHOOL

C O S T A M E S A

POSITION TITLE: Preschool Director

REPORTS TO: Lead Pastor

CLASSIFICATION: Exempt

DEPARTMENT: Preschool

FULL TIME/PART TIME: Full - Time

POSITION PURPOSE:

The Preschool Director serves by overseeing, managing all facets of, and providing leadership and supervision to the ministry of Christ Lutheran Preschool. The Preschool Director works in partnership with other team members to ensure unified ministry, including the preschool, day school, and church.

JOB SUMMARY:

- Serve as primary spiritual leader of the Preschool Staff.
- Ensure that the Preschool functions as an integrated part of the unified Christ Costa Mesa ministry.
- Instill the vision and mission of Christ Lutheran Church and School to all Preschool Staff.
- Partner with the Lead Pastor as it concerns the baptism of students and invitations for parents/families to become part of the Christ Costa Mesa family.
- Promote children's ministry activities, parenting classes, Mom's Bible Studies, etc. offered by the church.
- Responsible for executing policies adopted by the Board of Directors.
- Report monthly to the Board of Directors, and Lead Pastor, the Preschool's work, progress, and purpose.
- Facilitate and maintain the National Lutheran School Accreditation.
- Keep current information to prepare reports required by local, state, national, district, synod and Title 22 requirements in a timely manner.
- Ensure all student files, emergency files, employee files, and financial records are maintained in an organized manner and accessible to others as necessary in the Director's absence.
- Responsible for all special Preschool programs, worship services, projects and co-curricular activities, parent workshops, parent nights, and children singing schedules. delegating when necessary.
- Partner with the School Age Care Director to ensure a common schedule during holiday and vacation seasons.
- Meet regularly with the School Principal for collaboration and unity in the school.
- Annually prepare a Preschool budget to be part of the unified Christ Lutheran Church and School Budget.
- Ensure that the Preschool functions with a balanced budget and a positive cash flow.
- Annually present to the Lead Pastor and Board of Education, a marketing plan that includes specific goals, strategies, and tactics designed to maximize enrollment and communication of the Preschool to the Church, School, and the greater community.
- Be responsible for hygienic conditions within the Preschool.
- Recommend to the Parish Administrator any needed facilities repairs, replacements, or additions.
- Coordinate the work schedule and duties of the custodian through the Parish Administrator as they relate to the total Preschool environment.
- Determine the curriculum in consultation with the faculty.
- Guide the selection of all learning experiences and of instructional materials to meet the preschool's accreditation objectives.
- Ensure a coordinated curriculum across all preschool classrooms that bridges into upper school grades.
- Promote the continuing education opportunities from Preschool through Christ Lutheran Day School.

SCOPE OF AUTHORITY:

Financial accountability: manages all budget line items of the preschool; coordinates rates of pay of staff with the Parish Administrator; and submits payment requests for approval.

SUPERVISION RESPONSIBILITIES:

- Oversees all Lead Teachers, Co-Teachers, Aides, and Administrators in the Preschool.

- Coordinate proper staff orientation, training, and professional development.
- Conducts regular meetings with staff.
- Guide staff with goal setting process.
- Reviews weekly plans of teachers and makes recommendations when necessary.
- Makes regular observations and gives formal evaluation as required by the Board of Education, discussing visits with the teachers.
- Establishes a positive atmosphere in the school, one that is conducive to the philosophy of Christ Costa Mesa
- Acknowledges good teacher performance.
- Supports teachers in their classroom leadership roles.
- Represents the needs of the staff to the Lead Team, Board of Directors, and Lead Pastor.
- Annually partner with Parish Administrator to review and update the portion of the personnel handbook that is specific to the Preschool.

QUALIFICATIONS

- Has a deep love for Jesus and His people
- Is/becoming a member of Christ Lutheran Church & School
- Has strong teaching skills and is a life-long learner
- Can work well in a large team ministry
- Is self-directed and capable of creating a vision and expanding the area of ministry
- Is gifted in recruiting, training, and encouraging staff and lay leadership
- Is a strong, trustworthy, and organized administrator
- Ability to inspire and captivate teams of staff, volunteers and leaders
- Powerful social skills
- Must adhere to the Christ Lutheran Church and School employee handbook
- Ability to be flexible in an atmosphere that is subject to change

EDUCATION/EXPERIENCE

- Early Childhood Degree, BA in Early Childhood Education, or equivalent applicable units and experience, preferably from a LCMS University.
- Completed the required administration classes/units to serve as a Preschool Director in the State of California.
- Prefer a minimum of five years of experience as preschool teacher/director.
- Administrative experience with high professional standards and recommendations.
- Maintains active membership in professional associations.
- Experience with general office programs such as Word, spreadsheets, databases, etc. Christ uses: _____, _____ Planning Center and VOMO, in addition to Servant Keeper for people management.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must be able to lift and move objects of at least 30 lbs.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Other duties will likely be assigned.

Sign: _____ Date: _____

Supervisor: _____ Date: _____