

## **Position Title: Director of Zion Lutheran Preschool**

Setting: Free-standing start-up early childhood center

Pay: \$60,000.00 per year

Benefits:

- Medical, Dental, Vision Insurance
- Paid Vacation
- Paid Sick Leave

**Zion Lutheran Preschool is looking for a full-time Director who is excited about developing a center from start-up, casting a future vision, and developing resources to achieve a nurturing, play-based education for toddlers and preschoolers in the San Luis Obispo area. As a ministry to Zion Lutheran Church, this warm and welcoming Christian preschool shall serve families of all spiritual backgrounds and provide an appropriate learning experience for children aged 18 months to kindergarten.**

**The location of Zion Lutheran Preschool, San Luis Obispo, California, is nestled between San Francisco and Los Angeles, and in 2018, was named America's Happiest City. It is surrounded by mountains and pristine beaches, year-round sunny weather, a relaxed pace of life, and is home to California Polytechnic State University (Cal Poly), (voted Best in the West by Forbes and US News & World Report), as well as smaller community colleges and top-ranked high schools.**

**This unique center requires an ambitious, professional leader who has a solid understanding of the foundations of the LCMS Christian [faith](#), Lutheran tradition, and values a team concept of ministry.**

### **SELF-MANAGEMENT AND PROFESSIONAL CONDUCT**

*The director will:*

1. Be a committed Christian and member of a local congregation; Lutheran Church Missouri Synod (LCMS) preferred.
2. Regularly attend Zion Lutheran Church or other local church worship services is encouraged.
3. See his/her role as a calling for ministry, understanding the mission of the church and child care ministries.
4. Be ready and able to share the Gospel and personal faith with children, parents, and staff through words, actions, and attitude.
5. Be a positive, caring person, valuing children of all ages.
6. Demonstrate the ability to work independently, be self-directed and highly motivated.

### **ADMINISTRATIVE RESPONSIBILITIES**

*The director will:*

1. Complete all necessary state-required forms and documents and meet initial state licensing requirements.
2. Ensure compliance with standards of conduct and licensing as required by Federal, State and County regulations (e.g. Community Care Licensing Title 22, State Department of Education) and the National Education for Young Children (NAEYC) standards for high quality early childhood education and care practices.
3. Demonstrate the ability to meet deadlines and prioritize and coordinate responsibilities and tasks to accomplish goals and objectives.
4. Prepare, update, and distribute the parent handbook, which must include policies on attendance, fees, admission, discipline, program schedule, the general philosophy, and goals.
5. Plan and schedule administrative responsibilities.

6. Schedule the use of shared classroom or playground space and equipment.
7. Plan the preschool calendar to include days and times the preschool will be open.
8. Implement age-appropriate Lutheran Church Missouri Synod (LCMS) [doctrine](#) into the faith curriculum.
9. Report to the Board of Directors, preschool Board, and minister regularly on the progress of the program, concerns, needs, budget, and staff evaluations.
10. Maintain advertising and public relations programs to promote enrollment.
11. Communicate to parents through a newsletter or other form of communication about the program or their child's progress within the program. Be ready to share personal faith when appropriate.
12. Maintain a waiting list.

#### FISCAL RESPONSIBILITIES:

##### *The director will:*

1. Establish and operate within an approved budget.
2. Purchase equipment and supplies, keep all receipts and accounting for all sums of money spent or received and turn in records to the business manager.
3. Keep inventories of supplies and equipment.
4. Arrange for custodial care of the center.
5. Manage supplies, replacing equipment, and stocking supplies, as needed. Ask for donations, when appropriate.
6. Maintain records of children's attendance and bill accordingly. Keep records of payments and work with delinquent families.
7. Provide financial reports to the Board of Directors and preschool Board.
8. Provide year-end tax information.

#### STAFF MANAGEMENT:

##### *The director will:*

1. Supervise the planning and implementation of the daily program in each classroom, which includes Bible-based and age-appropriate activities.
2. Train, schedule, supervise, and evaluate lead teachers, caregivers, aides, the receptionist, and the custodian.
3. Plan staff meetings and participate in staff development. Be open and honest with staff, praising and encouraging, as well as confronting problems with empathy and compassion.
4. Meet with lead teachers at least monthly for planning and problem solving.
5. Arrange for substitutes, when needed.
6. Keep employee files current, including confidential forms, criminal record checks, TB tests, physicals, and first aid/health and safety certifications. Ensure that all confidential employee data regarding retention, access, and disposal meets state and federal regulations. Ensure state compliance and up-to-date recordkeeping of sexual harassment training.
7. Maintain proper adult-child ratios and enrollment for space provided at all times.
8. Maintain proper fire and emergency drills, ensuring proper recording.

#### CHILD MANAGEMENT

##### *The director will:*

1. Facilitate the enrollment process, keeping health and registration forms updated and in compliance with licensing regulations.
2. Demonstrate knowledge and competence to develop, plan, and implement a curriculum for early childhood education.

3. Familiarize parents with the preschool and its policies.
4. Develop relationships with all preschool families and children in the program to better serve the needs of each individual family.
5. Communicate with staff about the growth and development of each child in the program.
6. Plan and implement child assessments.
7. Plan and participate in parent/teacher conferences.

#### PERSONAL CHARACTERISTICS

*The director will:*

1. Have experience in working with children 18 months to 5 years of age.
2. Demonstrate effective supervisory and leadership skills.
3. Model appropriate professional behavior.
4. Possess skills in conflict resolution and problem solving for adults and children and demonstrate the ability to foster a positive, collaborative learning and working environment.
5. Exhibit high standards of ethical conduct and confidentiality.

#### QUALIFICATIONS:

*Minimum Education:*

AA (or 60 units) which includes: 24 ECE/CD units with core courses, plus possess (or obtain by date of hire) 6 administration units, plus 2 adult supervision units.

*Experience:*

350 days of 3+ hours per day within 4 years, including at least 100 days of supervising adults.

Must successfully pass a pre-employment physical examination, including a tuberculosis clearance, and a fingerprint/background check consistent with state requirements for working in centers for early childhood education. Possess (or obtain by date of hire) and maintain current certification in pediatric CPR, First Aid, and fifteen hours of Health and Safety Training.

#### REQUIRED SPIRITUAL BELIEFS:

*It is expected that the director will:*

1. Acknowledge Christ as Savior and seek to live life as His disciple.
2. Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
3. Believe and actively support the preschool's [Mission and Purpose Statements](#).

If you are experienced in early childhood education, possess the necessary qualifications, have excellent interpersonal communication skills, a deep love for children and their families, value a Christian-based early education program, and can support the [LCMS Word and Sacrament ministry](#), you are the kind of director we are looking for.

To complete an application, click [here](#). Along with application, submit:

- Current Resume
- Cover Letter
- Statement of Faith

to [zionpreschool@zionslo.com](mailto:zionpreschool@zionslo.com).

Job posting closes April 17, 2023. First review of applications will occur on April 5, 2023.

Questions may be directed to [zionpreschool@zionslo.com](mailto:zionpreschool@zionslo.com).