JOB DESCRIPTION

**POSITION:** Messiah’s Kids Preschool Director

**PURPOSE**: The Messiah Kids Preschool is an outreach ministry of Messiah Lutheran Church, welcoming children of all faiths and beliefs. It is wholly owned by and governed under the direction of Messiah Lutheran Church. The school is a Christian non-profit organization dedicated to providing quality preschool services to all children of our local community. As such, the Director ensures that basic Christian beliefs and values are included in the total curriculum and taught to all children who attend the school.

**POSITION OVERVIEW**: The Preschool Director is responsible for managing and administering the entire preschool program for Messiah Lutheran Church and meeting the requirements of the Texas Department of Family and Protective Services. The Director ensures all teachers are professionally qualified, have a loving concern for small children, a gift to teach, and have a commitment and desire to serve Christ. The Director assures a safe and healthy atmosphere exists for the children and staff, provides staff training, and ensures financial responsibilities of the preschool are met. This position will have teachers, aides, volunteers, and administrative staff reporting to them.

**OVERSIGHT:** The Director is a hired position reporting both to the Pastor and the Preschool Committee. The Preschool Committee’s function is to provide direction and establish policies for the preschool, and it is the director’s duty to follow this direction and carry out these policies. The Preschool Committee is accountable to Messiah’s Board of Directors and ultimately the congregation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** The position’s duties and responsibilities include, but are not limited to:

# Leader for Preschool Climate

Responsibilities to Oversee the Mission and Purpose of Preschool:

* Ensure the Preschool adheres to and supports the mission, core values and vision of Messiah.
* Ensure the Preschool’s mission and purpose is aligned with and in tune with the outreach ministry of Messiah.
* Ensure the Preschool conforms to all state, county, and local regulations.
* Recommend policies in accordance with the purpose of the Preschool.

Responsibilities for Preschool Environment:

* Plan for equipping indoor and outdoor areas to reflect a Christian environment.
* Plan for and implement a classroom environment and management practices that ensures a safe, secure, and orderly preschool environment.
* Maintain positive relationships among students, teachers, parents, pastor, congregation, and community.
* Provide referrals for Christian counseling for staff and Preschool families when needed.

Responsibilities for finances:

* Assist in the preparation of the annual budget.
* Operate within the budget.
* Oversee collection of fees and tuition and maintain records.
* Handle petty cash.
* Order and manage supplies and equipment.
* Provide the church treasurer a quarterly written statement of all receipts, expenditures, and status of Preschool accounts, pre-paids and anticipated capital expenditures.

Responsibilities as Liaison between Congregation and Preschool:

* Support and maintain positive relations between church and Preschool.
* Represent the Preschool in congregational activities.
* Communicate the program of the Preschool to the congregation using personal, visual, and printed communication.
* Cooperate with the church on scheduling when funerals and other special events occur.
* Provide ways to incorporate preschool families into church and church families into the preschool programs.

Responsibilities for Public Relations and Communications:

* Maintain positive parent-school relationships.
* Maintain a parent’s library or resource center.
* Prepare parent newsletters.
* Keep parents informed of progress and needs of their children.
* Ensure the proper maintenance of the Preschool website.
* Plan/administer parent education/fellowship programs twice yearly.
* Sponsor service events for the community twice yearly.

Responsibilities for Recruitment and Admissions:

* Promote the Preschool in the congregation and community, providing appropriate promotional brochures and activities.
* Acquaint parents of prospective students with our school, its purpose and philosophy.
* Orient new parents to school policies and procedures.
* Provide enrollment materials that meet state regulations and reflect the philosophy of the Preschool.

Responsibilities for Administration:

* Handle all issues related to the administration of the school.
* Maintain Preschool calendar.
* Prepare and retain appropriate records for staff, children, and Preschool families.
* Keep health records required by the state.
* Maintain a referral system for children with special needs.
* Act as a liaison to the church for proper custodial care of facility.
* Update and maintain Preschool Employee handbook.
* Assist the Preschool Committee in preparation of job descriptions.
* In consultation with the Pastor and Preschool Committee chairman, arrange for and conduct interviews for the assistant director and other potential staff members.
* Stay informed regarding the school’s legal responsibilities and liabilities.
* Plan for and conduct disaster, safety, and fire drills in accordance with licensing’s minimum required standards.
* Make regular safety checks of all space and equipment.
* Implement in-place discipline and termination policy for children.

# Educational Leader

* Plan a curriculum that is age-appropriate and complies with the ministry and purpose of the preschool, adhering to the teachings and ministry of Messiah Lutheran Church and the Lutheran Church Missouri Synod as defined in Messiah’s Constitution and Bylaws.
* Work with Preschool Committee members to implement in-house enrichment.
* Oversee the evaluation of the student’s progress, abilities and needs.
* Arrange a sound nutritional program (snacks).

# Staff Management

* Plan for professional growth.
* Keep abreast of research and new developments in field of early childhood education.
* Participate in professional organizations.
* Provide orientation for new staff members.
* Conduct regularly scheduled staff meetings.
* Conduct quarterly evaluations for first year teachers/aides and bi-annual evaluations for all other teachers/aides.
* Ensure employment agreements for all staff members are prepared and distributed annually by the 1st of August. Agreements need to be signed by Pastor, Preschool Director, Preschool Committee Chairman, and employee no later than the first day of school.

# Additional Responsibilities

* Assume teaching responsibilities and/or arrange substitute help as needed.
* Maintain professional attire befitting a Christian school.
* Ensure staff maintain professional standards.
* Meet with the Pastor on a regular basis.
* Call Pastor and appropriate teacher/back-up as soon as possible when ill.

# Accountability

* The Preschool Director will work cooperatively with the Pastor, the Preschool Committee, Board of Directors, the Board of Elders and Messiah’s congregation in the operation, growth, and development of this ministry of Messiah.
* The Pastor and the Preschool Committee will strive to assist you in reaching your full potential as you grow in faith and contribute to Messiah's goals for outreach and preschool family ministry.
* The Pastor, Preschool Committee, Board of Directors, Board of Elders and Messiah’s congregation pledge their support and will work cooperatively with you and the Preschool.
* The Pastor will review your performance and the Preschool’s ministry as well as jointly set individual and ministry goals on an annual basis.

# KNOWLEDGE, SKILLS, AND ABILITIES:

* Personal relationship with Jesus Christ and passion to share God’s love
* Motivated with focused leadership skills
* Strong organizational skills
* Ability to attract, develop, and lead people and/or Preschool teams
* Excellent oral and written communication and interpersonal skills
* A strong relationship-building mindset
* Self-starter: able to work independently on projects
* Team-oriented: able to thrive within the framework of a team
* Strong interpersonal communication skills
* In-depth computer literacy on PC and MAC

**EDUCATION AND EXPERIENCE**:

The Messiah Kid’s Preschool Director requires a minimum of 5 years’ experience as a leader in a children’s education capacity. Possession of a bachelor’s degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field is required. The successful individual will be a strong leader with a solid work ethic, possess a passion for teaching children, and be able to function effectively as an administrator. Other requirements include a teaching certificate and a CPR certification. A working knowledge of creative programming related to children’s classes and special events is a real plus.

# PERSONAL CODE OF CONDUCT:

As an employee of **Messiah Lutheran Church,** you represent this ministry in both your work life and private life. We want you always to be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is a testament to your relationship with God and your belief in Messiah’s Mission, Core Values, and Vision.

No practice or behavior inconsistent with or in conflict with individual moral and ethical conduct required by Scripture will be tolerated. Any failure to maintain these ethical and moral standards may be grounds for counseling and/or immediate dismissal from employment.