



Atonement Lutheran Preschool Director/Lead Teacher Job Description

Position Title.....Director of Atonement Lutheran Preschool/Lead Teacher
Reports to.....Atonement Lutheran Preschool Board
Calendar.....Late August to early June

Responsibilities

Program Administration

- Assume responsibility for the daily operation of the preschool program
- Act as liaison between the preschool board, the preschool staff, and the preschool families
- Bring parent and teacher grievances to the board
- Conduct a parent evaluation of the program in February to be shared with the board in March
- Act as liaison between the preschool and the church, attending weekly church staff meetings
- Serve on the preschool board, attending monthly meetings

Program Operation

- Maintain policies and procedures for program operation
- Supervise registration and enrollment
- Manage program data including class lists, student records, immunizations, etc.
- Prepare and share communications with parents. Assure monthly newsletters are distributed to parents (i.e. expectations, calendar, Commentator)
- Facilitate parent teacher conferences
- Plan school year calendar in conjunction with SD2, post and maintain calendar of activities
- Work with preschool board and staff on the assessment of playground needs
- Supervise implementation of licensing and safety procedures
- Five hours a week of in-classroom teaching
- Supervise implementation of program curriculum including Chapel time
- Prepare and present the Christmas program and other special events with staff assistance
- Prepare the learning environment prior to the start of school
- Close out and clean up the preschool area at the end of the school year

Program Development

- Remain current on issues and trends in early childhood education
- Provide a vision for program development and change
- Implement strategies to recruit and maintain enrollment

Continued on back (Revised 11/16/16)



Office Responsibilities

- Supplies
- Student records
- Payroll
- Tuition collection
- Website content for Preschool

Financial Responsibilities

- Create budget in conjunction with Preschool Board
- Follow budget
- Submit paperwork payables/receivables to church treasurer
- Maintain up-to-date list of expenses
- Report itemized expenses at monthly board meeting
- Submit monthly financial report for monthly Council meeting
- Oversee fundraising

Staff Supervision

- Conduct weekly staff meetings
- Evaluate teachers on an annual basis to be brought to the board in March
- Employee supervision—dismiss or suspend preschool employees as determined necessary by both the director, preschool board and Personnel Committee of Atonement Lutheran Church
- Prepare letters of intent contracts for staff in collaboration with the preschool board.—letters of intent to be signed in April and contracts in May
- Encourage and provide opportunities for team building and staff collaboration
- Develop substitute teacher procedures; the director will teach the class in a teacher's absence, but will maintain a list of substitutes for special circumstances
- Supervise implementation of licensing and safety procedures
- Maintain staff records—background checks, CPR records
- Provide support for teachers
- Maintain a visible presence to staff, students and preschool families

Education Requirements

- Bachelor's degree; and proof of specialized college-level course work in early childhood education, child development, elementary education or early childhood special education; and/or three years experience working with children
- Have current CPR/First Aid Certification

Required Skills

- Excellent communication skills
- Strong organizational skills
- Ability to understand and manage the complexities of a preschool program
- Ability to establish and maintain good interpersonal relationships with parents, children, and staff

(Revised 11/16/16)