

Faith Lutheran Preschool Director/Administrator Job Description

Reports to: Board of Education

Primary Purpose:

The Faith Lutheran Preschool Director is responsible for effectively operating, managing and providing general supervision for all aspects of the preschool program. The director is directly accountable for the operational aspects of the preschool, ensuring quality care and Christ centered education for the children; adhering to the financial budget; employing continuous improvement in the quality of the operations; establishing good relationships with parents and staff; and ensuring compliance with state licensing requirements.

Responsibilities:

Director's responsibilities include, but are not limited to:

- A. The development and promotion of the preschool program, a Christ centered learning environment, nurturing all children to grow in faith in Jesus Christ.
- B. Marketing, enrollment, state licensing mandates and staffing which includes keeping files updated on all staff and enrolled children, schedules, professional development and evaluation.
- C. Work with the Chairman of the Board of Education on all aspects of the preschool budget, including collecting and recording all tuition and registration fees.
- D. Order and purchase classroom and office supplies
- E. Engage in light cleaning as necessary to provide a healthy, sanitary and safe environment for the children.
- F. Insure that emergency supplies are kept up to date and that emergency drills are held on a regular basis.
- G. Set up fund raising efforts and delegate necessary tasks.
- H. Assist in preparation of child assessment through observation and developmental checklists. Conference with parents as needed.
- I. Develop and maintain Preschool Handbook
- J. Develop and maintain good working relationship with state licensing authorities, community contacts, congregation personnel and congregation
- K. Attend meetings as needed or directed by board of education.

Qualifications:

- A. Eligibility for center administrator and director are located in Wisconsin Administrative Code (Department of Children and Families), Chapter DCF 251:
<http://dcf.wisconsin.gov/publications/pdf/4024.pdf> (See section 251.05)
- B. A communicant member at a Christian church
- C. Possess computer literacy as needed for the position

Work Conditions:

This position is considered a REGULAR PART-TIME position. A regular part-time employee is any worker who works up to, but less than full-time, but no more than 20 hours a week for a period of more than 5 months in a year.

The preschool director is to be available to the preschool staff during normal operating hours which are Monday through Friday between the hours of 8:00 AM and Noon.