

Job Description: Preschool Director

The Atonement Lutheran Preschool Director is responsible for the general supervision and management of the preschool. He/She must be a sensitive and mature individual who has dedicated his/her life to Christ and has been called to a ministry with children. He/She must also be prepared as a teacher of young children, especially in the field of Early Childhood Education or Development.

Qualifications:

1. Must be an active member of a Christian Community of faith that recognizes the three ecumenical creeds (Apostles' Creed, Nicene Creed, Athanasian Creed) as true witnesses to the Triune God as proclaimed in scripture.
2. Education and experience must meet requirements for Title 22.
3. Must feel called by the Lord to work with children.
4. Must be able to demonstrate patience and self-control.
5. Must be able to recognize and function under authority.
6. Must demonstrate a gracious Christian example to staff, parents, and children.
7. Must be willing to accept and support the teachings of the Church.
8. Must be in full agreement with the preschool philosophy, curriculum, policies, and standards.
9. Must be a person of integrity without criminal record of any kind.
10. Must be able to respond immediately and calmly in any emergency situation.
11. Must be a U.S. citizen, or show eligibility to work in the U.S.
12. Physical constraints required include the ability to hear the conversational voice, with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs, and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies. Also required is the ability to bend and stoop to child level, as well as the ability to sit on the floor with groups of children and in "child-sized" chairs.

State Requirements:

1. Must submit fingerprint cards and have criminal record clearance prior to employment.
2. Must submit a Physician Report and T.B. test prior to employment. T.B. tests must be kept current.
3. All personnel employed by the preschool are required to report any known or suspected instances of child abuse to the Pastoral Staff and the Child Protective Agency immediately or as soon as practically possible by telephone. This report is to be prepared, written and sent within 36 hours of receiving the information concerning the incident.

Responsibilities:

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

Spiritual:

1. **Witnessing**: Share the love of Christ freely within the preschool. Be a witness to staff, parents, and children. Make certain that your love and care shows.
2. **Fellowship**: Meet with staff daily for prayer and support.
3. **Prayer**: Pray daily for the students and their families, each staff person, and for the preschool ministry.
4. **Evangelism**: Will be an active witness to the gospel of Jesus Christ to children and families of the students and let them know that if they are not currently attending a local church that they are welcome at Atonement.

Personal Qualities:

1. **Friendliness**: Maintain a positive attitude toward others, acknowledging the presence of others with a greeting and being alert to the moods and needs of others.
2. **Honesty**: Take responsibility for own errors, be trustworthy, and respect the property of others.
3. **Voice Intonation**: Use positive, encouraging words in a controlled tone of voice.
4. **Punctuality**: Arrive at work at the agreed-to specified time, knowing that others are dependent on your promptness.
5. **Dependability**: Perform responsibilities as promised, without constant reminders. Utilize working hours to do actual work for the school, seeking out tasks to be done if necessary, rather than using a lax period to take care of personal obligations.
6. **Integrity**: Cooperate in the maintenance of wholesome interpersonal relationships, free of gossip about one another or about school families. If there are questions about the actions of a particular staff member, talk directly with that person, or discuss the matter, in confidence, with the Director.
7. **Positive Attitudes**: Maintain a joyful spirit, refraining from complaining attitudes. Bring concerns to the Preschool Board or Pastor or Management Committee. Seek to be a problem solver.
8. **Presentability**: Seek to be poised, well mannered, neatly and appropriately dressed, well groomed, and clean.
9. **Patience**: Maintain self-control in dealing with others.
10. **Active and Energetic**: Maintain an evident interest in the ministry, doing all in the name of and for the sake of Jesus Christ.
11. **Responsibility**: Follow appropriate chain of command in seeking solutions to problems.

Relationships with Children:

1. **Safety**: Give full attention to class (when in contact) and is responsible for the safety and physical welfare of the children. **NEVER** leave a child unsupervised at any time.

2. **Individualization**: Demonstrate concern for the personal differences between individuals in relationship to their needs, interests, development, and capabilities.
3. **Flexibility**: Have an ability to work with both individuals and groups of children with equal skill.
4. **Personal Manner**: Bend to eye level frequently when talking with a child, helping each child build self esteem and a healthy self concept.
5. **Integrity**: Maintain confidentiality about children and their families.
6. **Professionalism**: Use appropriate language, and relate behavior to growth and development.
7. **Discipline**: Use discipline as a teaching opportunity, offering guidance in a positive manner.
8. **Tolerance**: Treat all children equally, with dignity, respect, and empathy. Avoid prejudicial attitudes.
9. **Role Model**: Project a good adult role model setting an example of a life controlled by and growing the fruit of the Spirit~~ love, joy, peace, patience, kindness, faithfulness, gentleness, and self-control.
10. **Personal Care**: Assist children with hygiene, changing soiled clothes immediately, training children to have good health habits.
11. **Servant's Heart**: Willingly serve one another, the children, and their families in every way possible in the name of and with the love of Christ.
12. **Knowledge**: Plan age level, developmentally appropriate activities. Keep the program operating smoothly with a variety of activities fostering exploration, investigation, and creativity.

Home / School / Community:

1. **Friendliness**: Maintain a friendly, yet at the same time, professional relationship with parents, and staff, demonstrating Christ's love through words and actions.
2. **Respect**: Respect the rights of others and their individual points of view and ideas.
3. **Integrity**: Maintain confidentiality of information.
4. **Tolerance**: Treat all parents equally, not showing favoritism, accepting all at their individual levels and make allowances for cultural differences.
5. **Helpfulness**: Working with parents, other staff, and volunteers in a manner that reflects the love of Christ.
6. **Availability**: Ensure Parent Conferences and Staff Reviews occur at least once a year or as requested by the Parent and/or Teachers.
7. **Communication**: Promote and maintain good oral and written communications with parents and staff in a positive manner. Coordinate communications and publicity regarding preschool and "cross-over" events.
NOTE: Please have copies of all written communications sent to parents available for the Preschool Board to review at monthly meetings.

Concern and Awareness of the Total Ministry:

1. **Pride**: Take pride in the school and therefore help keep the school orderly and clean (including supply areas, sinks, counters, cabinets, etc.). Give primary consideration to the safety and health of the students.

2. **Safety**: Supervise all activities in such a manner that children cannot get hurt. Report all hazards and needed repairs to the Church Custodian, Pastor, or Preschool Board as needed for the safety and efficient functioning of the school.
3. **Orderliness**: Keep material, supplies, and equipment well organized to present an attractive, orderly, and inviting appearance to the classroom or any other area being used.
4. **Carefulness**: Respect the use and care of materials and equipment; must be a good steward of what the Lord has entrusted to us. Store all cleaning supplies and purses out of sight and reach of children.
5. **Knowledge**: Prepare environments that are appropriate for the particular children involved, both individually and in cooperation with one another. Be able to justify the presentation of a particular environment, material, or activity by explaining its relationship to the educational or personal growth of a child or children.
6. **Responsibility**: Assume personal responsibility for small problems in the environment, which others have neglected or have not been aware of (i.e. trash, neatness, etc.).

Records:

1. **Individualization**: Ensure that teachers record observations throughout the year, and prepare progress reports for each child assigned to the class prior to Parent Conference time. Keep appropriate medical/emergency information on hand for each child.
2. **Thoroughness**: Retain a copy of accident and illness reports for the child's file (giving one copy to the parents). Keep pertinent information on each child up to date.

Curriculum:

1. **Planning**: Review and approve teacher's required lesson plans in advance (as per schedule). Share long range plans and goals with Pastoral Staff, Preschool Board, and Management Committee.
2. **Instruction**: Ensure that curriculum is being presented using the methods advocated by the school.
3. **Environment**: Prepare and maintain attractive bulletin boards for each month or new curriculum unit. Oversee the classroom environment, ensuring that it offers a changing variety of choices for learning with the centers.

Professionalism:

1. **Professional Growth**: Commit to the idea of continued personal and professional growth as an educator. Pursue personal or formal study and/or reading in the field of child development and education. Encourage staff to attend continuing education classes/workshops when possible.
2. **Loyalty**: Support the philosophy of the School and the Church.
3. **Confidentiality**: Avoid gossip at all times; respect confidentiality of written, oral, and observed information.
4. **Cooperation**: Commit to the concept of team spirit, recognizing the school is one total

group rather than a series of separate groups. Generously share ideas, time, and services, thereby helping other persons to achieve their very best. Attend and participate in staff meetings, functions, secret sisters, etc.

5. **Responsibility**: Willingly share responsibilities with others, assume others' responsibilities in emergencies, and put the needs of the School as a whole over petty differences of opinion.
6. **Supportiveness**: Know and support the school policies. If not in agreement, know that policies can be discussed with the Pastoral Staff, Preschool Board, and Management Committee and reserve time for doing so rather than spreading discontent among coworkers.
7. **Knowledge**: Model appropriate use of language, printed and oral.