

**Preschool Director Ministry Description**  
**King of Glory Lutheran Church**  
**Fountain Valley, CA**

*“Jesus said, “Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs.” Matthew 18:14*

*“Train children in the right way, and when they are old, they will not stray.” Proverbs 22:6*

**Purpose**

The person in this position is responsible for direct leadership of the congregation’s preschool ministry.

**Major Responsibilities and Tasks**

The Preschool Director shall develop, implement, and maintain a curriculum, staff, and environment that will promote the age-appropriate Christian, emotional, intellectual, and physical curriculum for the growth and development of the students. Christian curriculum shall be rooted in the Bible and be consistent with the doctrines of the Evangelical Lutheran Church in America (ELCA) and King of Glory Lutheran Church (KOG). To that end, the Preschool Director shall be responsible for

- Administration of all areas of the preschool
  - Staffing decisions, including recruitment, training, scheduling, supervising, discipline, and termination
  - Curriculum decisions, including religious aspects (in consultation with Pastor and Youth Director)
  - Materials and supply decisions to support the curriculum and preschool
  - Professional, effective and thorough communication with student families, staff, and church
- Direct involvement in and leadership of ministry aspects of the preschool and church
- Working positively within a parent-participation school environment and promoting an atmosphere of community and cooperation among all interested parties
- Establishing a positive and collaborative environment among the teachers, supporting growth and development through leadership and delegation
- Focusing on continued improvement in all aspects of the preschool
- Involving and collaborating with the congregation as appropriate or required
- Adherence to financial and managerial expectations, including maintaining accurate and up-to-date records in the areas of but not limited to budgeting, payroll, tuition, employee records and licensing
- Transparency and communication with the Congregation Council and Pastor
- Other tasks and responsibilities as assigned

**Physical Requirements**

The work requires walking, including stairs; standing; kneeling; and bending. Lifting shall be limited to 35 pounds maximum. Full range of motion is needed for interaction with children, for posting of notices, and for any cleaning and/or preparing that is required in the course of a day’s activities.

**Job Requirements**

Christian behavior in all interactions and areas of job responsibility (i.e. courtesy, respect, patience, honesty, amiability)

Complete confidentiality regarding all church-related documents, behaviors, conversations, activities and other elements (i.e. information not to be shared other than with the Pastor or officers of the congregation)

Adherence to KOG policies, procedures, and requirements

Ability to manage emergency situations with professional, non-anxious presence

Ability to communicate well through the utilization of email, texting, and other online media platforms

Ability to work without close supervision and also collaboratively  
Ability to manage conflict and problem-solve  
Ability to organize and prioritize effectively  
Regular participation in a Christian church and/or Christian faith community

**General Information**

This is a full-time, exempt, benefits-eligible position, classified under the “ministerial exception.” King of Glory Lutheran Church is the employer, with the Congregation Council serving as the congregation’s representatives for ministry and business actions. The Pastor is the immediate supervisor for the Preschool Director and will provide performance feedback.

*“Little children, let us love not in word or speech; but in truth and action.” 1 John 3:18*