**ROLE TITLE: Preschool Director**

***St. Mark’s Mission Statement:*** *St. Mark’s is a people and place for God’s grace. We are baptized and believing people claimed by Christ. Therefore, we call all people to Worship and Witness, Learn and Serve, share God’s Word and Sacraments, Reach Out with Words and Deeds of Love.*

**POSITION SUMMARY:**

This position works to carry out the administrative duties of the St. Mark’s Preschool, including curriculum design and oversight, staff supervision and support, marketing and financial management, parent and congregational relations, as well as classroom teaching and assisting, as needed. Church membership is a requirement of this role. This Position has supervisory responsibility for positions noted on the SMLC Org Chart.

This is a part-time position with a .6 FTE (Full Time Equivalent).

**FUNCTION SUMMARY**

1. Responsible for designing and implementing a curriculum that is in keeping with current research on Early Childhood development, and allows children to experience the love and compassion of Christ as they learn and grow. *This role is satisfactorily performed when:*
* Feedback on the transition to Kindergarten is solicited from former preschool families and curriculum adaptations are made, when necessary.
* Seeks out and attends Early Childhood education opportunities.
1. Responsible for recruiting, supporting and overseeing teachers and volunteers. *This role is satisfactorily performed when:*
* Personnel are interviewed, hired and trained according to policies and in keeping with ratios
* Volunteers are recruited, with appropriate background checks.
* Continuing education, development and team-building opportunities are provided for staff
* Evaluations are conducted according to personnel policy and staff members are provided mentorship to help them work on their goals.

3. Responsible for overall organization and communication of Preschool program

* Schedules are developed and communicated in a timely manner to families, staff and Church office.
* Attention is given to details

4. Responsible for marketing and financial management *This role is satisfactorily performed when:*

* Information about SMLP is advertised and made available according to Board marketing plan.
* Contacts are promptly made with interested parties.
* Tuition reminders are sent each month and tuition is collected, recorded and deposited in a timely manner.
* Operating fund records are kept up-to-date and reported to the Board; records of invoices and purchases are kept on file.
* Monthly financial data is given to St. Mark’s bookkeeper for internal auditing.
* Annual income meets, or exceeds, annual expenses and cash flow is managed to meet monthly expenses throughout the year.

4. Responsible for cultivating and maintaining healthy relationships with parents and with the congregation. *This role is satisfactorily performed when:*

* Parents are kept up-to-date and informed of preschool policies, procedures, and activities.
* Ongoing opportunities for connection and community-building are provided.
* Meetings of the Children and Youth Faith Formation Team are regularly attended
* Information about the Preschool and its activities are regularly provided to the congregation (i.e. Annual Report, fundraisers, special activities).
* Facility needs are communicated to the custodial staff or Manager of Finance and Operations.

5. Responsible for teaching and assisting in classrooms and lunchtime as need arises.

6. Responsible for arranging and communicating Enrichment opportunities (i.e. soccer, Spanish)

7. Director is on-site during all hours of operation.

8. Responsible for safety procedures for the Preschool. This role is satisfactorily performed when:

* All staff are trained on safety policies and procedures
* Regular drills are conducted in keeping with policies

9. Director attends all meetings of the Preschool Board, the Children and Youth Faith Formation. Committee and the semi-annual Congregational meetings; in addition, will attend Staff Meeting once per month.

**ORG STRUCTURE RELATIONSHIPS**

Preschool Board /

Pastor

**Role**

Direct Reports

**KEY STAFF RELATIONSHIPS**

Critical to the success of this role is the ability to deliver outcomes through productive relationships with others. Important role relationships include:

* Preschool teachers and assistants
* Pastors
* Director of Youth and Family Ministries
* Children’s Faith Formation Coordinator
* Custodial staff
* Office Manager
* Bookkeeper
* Preschool Board

**REQUIRED EXPERIENCE AND COMPETENCIES**

* Associate or Bachelor Degree; Education-related field preferred
* Previous experience working with preschool age children
* A member of St. Mark’s Lutheran Church by The Narrows.
* Effective communicator with experience working collaboratively.
* Strong leadership and organizational skills to plan, lead and implement programs; administrative experience preferred