

Holy Trinity Preschool - Director

Job Description

As an outreach ministry of Holy Trinity Lutheran Church (HTLC), the preschool director provides leadership for the Holy Trinity Preschool while maintaining missional alignment between the preschool and the church. The director is directly responsible to the preschool board which reports to Holy Trinity's Church Council.

Responsibilities (included but not limited to):

A. Administration

1. Direct daily operations of preschool in partnership with Assistant Director.
 - a. Enrollment, student welfare, parent communications, staff relations, invoicing, collections, scholarships, payroll, etc.
2. Oversee and maintain national accreditation standards (NAEYC).
3. Oversee and maintain licensing compliance; work to develop and maintain a positive partnership with Department of Human Services and Department of Health.
4. In conjunction with the Holy Trinity Preschool Board (HTPB) and HTLC Treasurer develop, oversee and maintain the annual budget
5. In conjunction with the HTPB and HTLC, develop mission-based initiatives (outreach opportunities, church–preschool collaborative integration, etc.)
6. In conjunction with the HTPB, plan and organize fundraisers and special events.
7. Promote and publicize preschool to community and congregation
8. Recruit parent volunteers for board positions.

B. Staff relations

1. In consultation with the HTPB, develop job descriptions for preschool personnel. Schedule staff using a balance of needs versus qualifications and income.
2. Oversee and ensure ongoing staff development (a minimum of 15 hours per year required), by providing in-service training opportunities utilizing what is available through other institutions in the community.
3. Provide instructional leadership by conducting written formative and summative evaluations for all preschool personnel. Professionally confer with individual staff members to provide timely feedback. Assist

- teachers in designing annual professional growth plans. When necessary, design professional disposition plans.
4. Hire necessary replacements when vacancies occur.
 5. Hold regular staff and planning meetings.
 6. Supervise educational programs of all classrooms, including field trips and special events.
 7. Supervise the planning and development of all curriculum and assessment.
 8. Assist staff in referral process for children with special needs.
 9. Work in partnership with church staff on facilities, security and accommodating worship & other church events as needed

Requirements:

- A. Understand and embrace the Reconciling-in-Christ community.
- B. Proficient in computer programs including accounting software, Excel and Word. A willingness to learn new computer applications as needed according to the technological needs of day to day operations.
- C. Prior knowledge of Colorado Shines, NAEYC accreditation and standards, health department regulations, and Colorado rules and regulations
- D. Director qualified or within six months of being director qualified.
- E. Experience as a director or an assistant director or 6 years experience in Early Childhood Education and willingness to be certified
- F. At least a BA or BS in ECE or equivalent (associated with director equivalency)
- G. Positive role model and the ability to lead a cohesive community with a vision and clear purpose, in partnership with other leaders.
- H. Understand special needs and where to find resources to assist families and staff