

CROSS OF CHRIST PRESCHOOL/KINDERGARTEN DIRECTOR

Cross of Christ Preschool/Kindergarten Mission Statement

Cross of Christ Lutheran Preschool and Kindergarten is dedicated to providing a Christian-based school that fosters children's learning and development cognitively, socially, emotionally, physically, and spiritually in a developmentally appropriate environment. We provide a nurturing and loving environment . . .

- + Where children feel safe and encouraged to explore materials and relationships with peers and adults.
- + Where it is understood that each child develops at an individual pace and according to his or her needs
- + Where learning, laughter, and children's play are cherished.
- + Where children can develop independence and self-control.
- + Where initiative and competence are fostered.
- + Where children and their families are treated with respect.
- + Where God's love and caring are ever present.

About Cross of Christ Lutheran Church

Cross of Christ Lutheran Church is a member of the Rocky Mountain Synod of the Evangelical Lutheran Church of America. Our mission statement is "Cross of Christ invites all to join in Christ's love as we Worship, Learn, and Serve."

Job Summary (This job description does not intend to list every function of the position.)

Responsible for planning, implementing and maintaining a nurturing, supportive and comprehensive Christian preschool and Kindergarten program. This position directly hires, supervises, and evaluates classroom and administrative staff as well as volunteers. The Preschool Director interacts with parents and children on a daily basis, oversees budget, and ensures compliance with all applicable State and local licensing standards.

Essential Functions

Supervises, hires and evaluates program staff, including teachers, other program staff, and volunteers. Coordinates training of all staff, parents and volunteers, ensuring all required annual training is met, including annual 1st Aid, CPR, Medication Administration, Child Abuse Mandated Reporter, Standard Precautions, and Disaster Preparedness.

Conducts regular staff meetings and shares current training opportunities.

Trains teachers in the use of all program curriculum, screening and assessment tools.

Maintains program records and documents needed for licensing compliance.

Directs and oversees the Colorado Shines process.

Conducts school tours for prospective families. Presents Parent Orientation sessions in August.

Reviews Scholarship applications.

Oversees budget process.

Maintains ongoing communication both formal and informal with parents.

Arranges for substitute teachers; fills in or helps teachers when special needs arise.

Coordinates screenings and monthly Nurse Consult visits with school Health Coordinator.

Conducts regular safety drills including fire, severe weather and lock-down/lock-out drills.

Functions as a member of the church staff.

Develops and Participates in monthly Preschool / Kindergarten Board meetings

Important Job Functions

Participate in church staff meetings and coordinates school activities with church calendar.
Follows procedure for reporting suspected child abuse.
Attends Broomfield Early Childhood Council meetings regularly.
Promotes and reinforces children's communication skills.
Communicates with children at their developmental level.
Develops an effective partnership with parents.
Plans school year calendar corresponding to Adams 12- Five Star School District calendar.
Facilitate preparation for and implementation of various extra curricular events, such as: Meet and Greet Nights, Home Visits, Parent/teacher conferences, etc.
Seeks out funding sources through outside grants and internal fundraising efforts. (For example: Silent / Live Auction)

Organizational Relationship

Supervision Received: Receives general supervision from the Senior Pastor, Preschool/Kindergarten Board and Church Council.

Supervision Given: Gives general supervision to the assistant director and teaching staff.

Essential Qualifications (Knowledge, Skills And Abilities)

Bachelor's degree in Early Childhood Education, OR

Bachelor's degree in related field with coursework in Early Childhood Education

At least two years experience directing a large preschool/child care

Licensure/Certification/Registration:

Director qualified by the State of Colorado *required*

Other Knowledge, Skills and Abilities

Knowledge of the State of Colorado Licensing Rules and Regulations for preschool / kindergarten programs.

Knowledge of NAEYC's Developmentally Appropriate Practices.

Knowledge of Creative Curriculum, GRO, and ASQ-SE curriculum and assessments

Ability to navigate Colorado Shines and PDIS systems through the Colorado Office of Early Childhood
Organizational and time management skills to handle the workload and frequent interruptions

Ability to understand and manage the complexities of a large preschool program

Must be able to work independently and as a team member

Must be at least 21 years of age

Ability to remain calm during crisis situations

Have effective oral and written communication skills

Current physical exam per Colorado Licensing Rules and Regulations

Knowledge of computer skills and programs. (i.e. Excel, Word, etc)