

**ST. PAUL LUTHERAN PRESCHOOL
PRESCHOOL DIRECTOR JOB DESCRIPTION**

POSITION TITLE: Preschool Director

REPORTS TO: Preschool Board of Directors

POSITION PURPOSE: The Preschool Director's responsibilities include:

- Educate our students' minds, hearts, and souls as well as to prepare the students for their future and send them into the world to make a difference in Jesus' name;
- Ensure that St. Paul Lutheran Preschool meets all state licensing requirements; and
- Supervise the Group Leader(s)

EDUCATIONAL & PROFESSIONAL REQUIREMENTS: Successful completion of one of the following: bachelors or masters degree with a major emphasis in child development, early childhood education or early childhood special education. A bachelor's degree in elementary education in addition to the required course credits. A two-year college degree in child development or early childhood education from a regionally accredited college including twenty-four (24) semester units of qualified course work. An approval letter from the state department. Depending on the above requirements, individuals must also meet the required work experience per the Colorado Department of Human Services, Child Care Division.

ONGOING REQUIREMENTS:

- Maintain a current CPR certificate.
- Maintain a current first aid certificate.
- Maintain a current Universal Precautions certificate.
- Maintain a current Medication Administration certificate.
- Complete a minimum of fifteen (15) hours of professional development per year.
 - If time off is necessary, approval by the Board of Directors is required.
- Possess a current medical evaluation on file.
- Update emergency contacts regularly.
- Be evaluated at least twice a school year.
- Evaluate the Group Leader(s) at least twice a school year.

KNOWLEDGE, SKILLS, ABILITIES:

- Responsible for the daily, monthly, and annual administrative needs of the Preschool including, but not limited to, maintaining staff/child records, scheduling staff, enrollment, conducting performance reviews and child evaluations and requesting criminal record checks on all staff.
- Knowledge of early childhood education programs, techniques, and theories.
- Directs, schedules, and supervises all staff members.
- Participates in Preschool activities.
- Ensures the safe operations of the Preschool program.
- Schedules regular staff meetings and trainings.
- Administers first aid and notifies parents/guardians.
- Assures that the Preschool complies with all health, fire, and licensing requirements.
- Maintains contact with families, which may include planning, and attending parent orientation, open house, parent/teacher conferences and informing families of daily program activities.
- Acts as a positive role model for staff and children.
- Provides appropriate leadership.
- Establishes and maintains effective working relationships with staff, parents, and the Board of Directors.
- Assists teachers, aides and volunteers in their duties when needed.
- Keep current on all state licensing requirements.
- Assists Board of Directors in hiring and termination of employment for Preschool staff and volunteers.