

Preschool Director/Teacher

Success Profile

Silverdale Lutheran Preschool is a ministry of Silverdale Lutheran Church. The preschool is open to children of all spiritual backgrounds and provides an appropriate learning experience for children between the ages of two and five. The goal of the preschool is to provide experiences that stimulate the child's interest in God's world - to provide an environment where each child can develop his or her physical, emotional, mental and social capabilities to his or her potential, with emphasis on cognitive development and communication skills. Working collaboratively with the Preschool Advisory Board, Pastors, Church staff, preschool parents, Church Council and the congregation, the Director leads the preschool staff in operating the preschool and carries out the Preschool's mission. The Director reports to the Preschool Advisory Board, meets with the Lead Pastor once a month and the church council on an annual basis. It is preferred that the Director will also teach a minimum of one of the preschool classes. Candidates may, however, apply for Director and teacher positions separately.

Position Qualifications

- The ideal candidate will possess teaching and directing experience.
 - Shall have classroom teaching experience in early education. Preference may be given to candidates with previous experience as a preschool director or lead teacher.
- College degree in Early Childhood Education/Elementary Education or equivalent is desired.
- Documented successful experience working with small children and/or as a director.
- Minimum three years of teaching experience in a preschool.
- Candidate must be conversant in and practice the Christian faith.
- Ability to plan and implement lessons and activities appropriate for preschoolers.
- Current first aid card for young children with CPR endorsement or be able to obtain certification within 6 months.
- Experience in supervising others.
- Effective leadership and communication skills.
- T/B test & MMR vaccine.

This position reports directly to the Preschool Advisory Board. This combined director/teacher position is part-time with approximately 32-36 hours weekly. Salary: \$17-20 per hour. Hours, salary and schedule are determined at the discretion of the Preschool Advisory Board.

All employment is subject to background check through the Washington State Patrol.

Please submit resume to: Silverdale Lutheran Church, 11701 Ridgepoint Drive, Silverdale, WA 98383 or via email to slc@silverdalelutheran.org.

Basic Duties and Responsibilities

Plan, organize, direct, manage, and supervise programs for preschool age children and facilitate positive relations among preschool staff, parents and the church congregation. This position requires strong

supervisory, leadership, and communication skills along with a warm and nurturing disposition. Must be able to work positively within a parent-participation school environment and promote an atmosphere of community and cooperation among all interested parties.

Program Development

- Maintain, develop or modify curriculum to meet the needs of children enrolled in the preschool and remain current with developments in the field. Develop long-term plans to facilitate the growth of the preschool.
- In conjunction with the Preschool Advisory Board, define policies of admission, attendance, tuition and educational goals and establish all other necessary policies procedures or rules pertaining to the operation of the preschool (consistent with the handbook.)
- Plan and coordinate special events, including but not limited to field trips, Christmas program and spring graduation program.

Staff Supervision/Employee Relations

- Have knowledge of developmentally appropriate curriculum, interactions and environments. Oversee and assist the preschool staff in administering, planning and evaluating activities and lesson plans that promote developmentally appropriate learning.
- Train and supervise preschool staff by holding regular meetings mediating minor disagreements, and assisting in the classroom when necessary.
- Plan, organize, coordinate, and promote professional development, training and staff meetings.
 - Participate in professional organizations such as Evangelical Lutheran Education Association (ELEA) and National Association for the Education of Young Children, etc.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development. Provide day-to-day learning leadership and work with staff to ensure high performance and to promote a positive employee relations environment.
- Conduct preschool staff performance evaluations on an annual basis and provide follow up report to the Preschool Advisory Board.
- Arrange for a substitute help for the preschool staff (and serve as a substitute as needed).
- Coordinate recruitment and hiring to fill preschool staff vacancies and make hiring recommendations to the Preschool Advisory Board.

Administration

- Primary responsibility for handling day-to-day administration of the preschool (subject to the Silverdale Lutheran Preschool employee handbook), including determination of all schedules, assignment of preschool staff responsibilities, and utilization of office/classroom space and resources.
- Ensure compliance with licensing requirements and all applicable county, state and federal laws, rules and regulations. Serve as the primary point of contact with all governmental and regulatory bodies in connection with the Preschool.
- Plan and implement health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety.

- Manage all aspects of student admissions.
- Keep and maintain full and complete records pertaining to the administration and operation of the Preschool.
- Prepare an annual report to be included in the Church's Annual Report.

Fiscal Responsibilities

- Work with the Preschool Advisory Board Treasurer to prepare an annual budget for approval by the Board and for presentation to the church council.
- Responsible for operation of the preschool pursuant to an approved budget, including collection of enrollment fees and tuition, purchase of routine equipment and supplies and handling of all banking transactions in accordance with established Church and Preschool Advisory Board financial policies and procedures.

Communication and Leadership

- Develop a strong rapport with the Preschool Advisory Board, the Pastors, church staff and council by attending planned and ad hoc meetings (as required), presenting monthly reports to the Preschool Advisory Board on preschool operations to include budgetary information, and responding to requests for information in a timely manner.
- Communicate effectively with Preschool parents and staff, prospective families, and the church congregation in order to promote understanding and support of the Preschool's ministry. Encourage feedback regarding preschool programs and activities.
- Connect preschool families to the wider ministry of Silverdale Lutheran Church by promoting and encouraging participation in the Church's mission.
- Produce a monthly newsletter for Preschool families with a focus on upcoming activities and special events.
- Maintain the Preschool website.

Teaching

- Be responsible for organization of classroom cooperatively with other teachers.
- Prepare and implement developmentally appropriate curriculum according to the philosophy of the preschool.
- Arrive a minimum of 15 minutes before scheduled class time for set-up.
- Clean up classroom at the end of the day.
- Participate in parent orientation meetings and student evaluation.
- Keep records on students (e.g., attendance and evaluation for public school).
- Evaluate assistant teachers.
- Be responsible for each child until parent pick up is complete.
- As director/teacher plan and coordinate Christmas program and spring graduation program.