

SERVANT SCHOOLHOUSE PRESCHOOL
SERVANT OF CHRIST LUTHERAN CHURCH
740 EAST HAYDEN LAKE RD. CHAMPLIN, MN

POSITION DESCRIPTION
UPDATED 2023

Position Title: Director and Lead Teacher of Servant Schoolhouse Preschool

Purpose of Position: To support the ministry and core values of the church by being responsible for the development, management and implementation of a financially self-sustaining Christian preschool.

Hours of Operation for 2023-2024 School Year Preschool Students: Monday – Thursday 9AM-2PM. Additional hours are required outside of the classroom for administration, lesson planning and preparation of materials.

Servant Schoolhouse Preschool follows the Anoka Hennepin District 11 Calendar.

Position Responsibilities:

1. Director Program Responsibilities

- a. Ensure preschool compliance with all State licensing requirements (Rule 3)
- b. Annually develop and/or select appropriate Christian preschool curriculum.
- c. Secure and supervise Assistant Teacher(s), substitutes and volunteers as well as conduct annual performance reviews and annual background checks.
- d. Maintain a list of qualified teachers and aides for substitutes. Participate in the recruiting of teachers, aides and other preschool staff as needed.
- e. Prepare an annual calendar of events and coordinate all preschool special events including but not limited to special events, field trips, and open houses and fundraising.
- f. Serve as staff liaison to public schools and other preschools to ease transition of students.
- g. Serve as staff liaison to the Preschool Advisory Board by attending regular quarterly meetings and giving support.
- h. *Outreaches to parenting groups to promote and inform them about Servant Schoolhouse Preschool.*
- i. *Serves as a liaison between Preschool and Servant of Christ Lutheran Church by attending an occasional weekend or evening event to be the face of the preschool.*

2. Director of Administrative Responsibilities

- a. Work with the Preschool Advisory Board to establish budget/tuition and keep accurate financial records. Coordinate the purchases of equipment and supplies in compliance with DHS Rule 3.

- b. Process and maintain all preschool records, which include, but are not limited to, registrations, enrollments, attendance, progress reports, tuition collection, health and attendance records, orientation files, continuing education hours of the teachers and teachers' aide(s), fire/tornado drill and accident reports, staff hours and performance files and all records required by DHS rule 3.**
- c. Conduct quarterly safety inspections; replace or repair items when necessary.**
- d. Create and maintain promotional materials for parents, church and community including local advertising, social media, preschool brochures, and parental information. Update Website and social media pages as needed.**
- e. Inform preschool advisory board of other preschool methods of operations, curriculum. Salaries and equipment when needed.**
- f. Assist in recruiting adults for membership on the preschool board when vacancy occurs**
- g. Track line-item expenditures and report to Office Manager. Spending is not to exceed budgeted amounts.***

3. Lead Teachers Program Responsibilities

- a. Provide an atmosphere of love, encouragement, Christian values and education**
- b. Establish a creative and pleasant physical space through various learning centers, bulletin boards, etc. Classrooms must be set up before students arrive for the day and cleaned and secured at the end of the day. The space is shared across other ministries of the church in the non-school time.**
- c. Review weekly lesson plans with preschool staff, set expectations, provide adequate materials and information for staff, children and parents.**
- d. Communicate timely with parents regarding special events, parental classroom involvement, parent/teacher conferences.**
- e. Maintain a file for each child with representative work.**
- f. Arrange for presentations or demonstrations from visitors that are relevant to the curriculum and age-appropriate for the class.**
- g. Report child or parent concerns to the Preschool Advisory Board.**
- h. Send reminder memos, emails and other necessary communications to parents where appropriate.**
- i. Conduct a minimum of three parent/teacher conferences per year.**
- j. Remain current in continuing education as required by the State of Minnesota. DHS Rule 3**
- k. Maintain current certification in pediatric CPR, AED, and pediatric First Aid training every two years.**

Knowledge, Experience, Skill:

- 1. Hold's a bachelor's degree in education, child development, religion or similar field with classes as mandated in DHS Rule 3. A degree in Early Childhood Education, prior experience working with children and a Minnesota teaching license are preferred.**
- 2. Knowledge and familiarity of Lutheran doctrine, theology and of the ELCA is preferred.**
- 3. Demonstrates a strong desire to work with young children and a zest for teaching.**
- 4. Demonstrates a high level of communication, interpersonal and organizational skills to administer the preschool program with a wide range of students, staff and parents.**
- 5. A federal and state background check as well as a sex offender registry check will be conducted annually.**

Supervised by: Senior Pastor

Supervises: Preschool staff and volunteers