



DIRECTOR OF GOOD SHEPHERD PRESCHOOL

PAY RATE: commensurate with experience

HOURS: Part Time. The Director position is year round. Hours vary based on class offerings which range from 22 to 26 hours per week.

PURPOSE: The Director of Good Shepherd Preschool oversees the daily operations of Good Shepherd Preschool a ministry of Faith Lutheran Church. They are to embody and uphold the mission of Good Shepherd Preschool “to provide an excellent, age appropriate learning experience in a Christian environment.”

RESPONSIBILITIES: The Director of Good Shepherd Preschool will be required to do the following:

ADMINISTRATION:

- Coordinate and oversee the daily operations of Good Shepherd Preschool
- Supervise the Good Shepherd Preschool teachers and staff
- Promote and encourage the vision, enrollment, and development of Good Shepherd Preschool
- Implement policies, guidelines, and standards established by Faith Lutheran Church, the Good Shepherd Board, and the state of Indiana; advocating for changes as needed
- Establish relationships and open communication with parents of Good Shepherd
- Update and publish documents for preschool families and staff annually
- Maintain the Good Shepherd social media and website
- Report monthly to the Good Shepherd Board and Faith Church Council

CURRICULUM

- Supervise the curriculum development, training and planning for Good Shepherd Preschool; Tools of the Mind
- Provide staff with continuing education opportunities; such as CPR/First Aid training, curriculum training, etc.
- Serve as a resource to teachers and parents on any special needs of children
- Coordinate special events, activities, and field trips for the preschool

FINANCES

- Create, maintain, and report on the Good Shepherd Preschool budget and accounts to the Good Shepherd Board and Faith Church Council

- Manage tuition payments; including the billing and collecting of tuition, holding tuition assistance meetings
- Coordinating fundraising events for Good Shepherd Preschool
- Report payroll to Faith's Bookkeeper

OTHER RESPONSIBILITIES

- Be a Christian role model for students, staff, and parents
- Maintain a high level of confidentiality with personal and sensitive information and communicate directly with the Pastor about any immediate concerns regarding confidentiality
- Support the purpose of Faith Lutheran Church and maintain relationships with the church
- Other duties as assigned by the Pastor and Good Shepherd Board

The Director of Good Shepherd Preschool is supervised by the Pastor of Faith Lutheran Church and is accountable to the Good Shepherd Board and Faith Lutheran Council.

QUALIFICATIONS AND SKILLS DESIRED:

- Interest and dedication to quality Christian preschool education
- Degree and/or classes in education, preferably an early childhood endorsement
- Experience teaching with kindergarten or preschool students
- Ability to be present during school hours and to offer tours to potential students
- Excellent communication skills, including experience with parent communication
- Ability to handle or delegate the handling of money
- CPR and First Aid certified

INTERESTED APPLICANTS SHOULD:

- Submit a cover letter and resume with qualifications and references to pastorjessica@faithgoshen.com