

Spirit of Joy Lutheran Church

Developer/Director of Spirit of Joy Preschool

Position Description Revised-March 2, 2016

Job Title: Developer/Director of Preschool, Spirit of Joy Lutheran Church

Employment Status: 10 Months Annually, 40 hours/per week

Wages: \$26,000 - \$33,000 depending on experience and benefit package

Benefits: ELCA benefits package available

Start Date: September 2016, with intention to launch preschool classes autumn 2017

Position Description:

The Developer/Director of Preschool (hereafter referred to as “Director”) is responsible for coordinating the curriculum and daily activities of Spirit of Joy’s faith-based preschool program according to best practices for early childhood education and the mission and values of Spirit of Joy and to act as the Lead Teacher who implements the curriculum and activities on a daily basis. This person shall provide the vision for the preschool program and act as the leader of the program, which will include supervising assistant teacher(s) and volunteers who are involved in the preschool programming. This person shall play a key role in marketing the preschool program to the community to assist with enrollment. Spirit of Joy seeks a leader who has a strong desire to foster the spiritual, physical, cognitive and social emotional development of the early childhood population. Applicant must be prepared for the task of developing a preschool curriculum from scratch and the challenges that may come with it.

Because the Spirit of Joy Preschool is an integral ministry of Spirit of Joy, the Director is a member of the Spirit of Joy staff. At Spirit of Joy, each program staff member is expected to take on leadership tasks within his or her ministry area, as well as work as a member of a team to accomplish the mission and goals of the congregation.

Overall Duties and Responsibilities:

1. Develop a preschool curriculum according to best practices in accordance with the South Dakota Early Learning Guidelines and implement that program each day.
2. Manage the assistant teacher(s) working in the preschool program and delegate tasks to ensure the preschool program runs efficiently
3. Work with the preschool board and growth team on short and long term planning for the preschool program that supports life-long learning and faith-based living
4. Collaborate with and prepare for scheduled meetings with the Preschool Board
5. Maintain a safe and healthy classroom environment that fosters healthy development for the children.
6. Participate in budget development for the preschool program and manage within the budget
7. Foster open communication with children, their parents, the congregation and Spirit of Joy staff regarding the vision, goals, activities and other aspects of the preschool program.
 - a. Open communication will include use of multiple technologies such as the church website, Facebook, texting, phone, email, parent newsletters, and postcards, in addition to face-to-face communication
8. Develop and sustain a culture of cross-generational connection in the church to support involvement between the congregation partners and the preschool program
9. Recruit and equip volunteers for classroom activities
10. Foster a passion for benevolent service by arranging age-appropriate community outreach and service opportunities for the preschool children and their families
11. Cooperate with the Director of Children and Youth Ministries to organize and implement safe, spiritual, interactive events that build fellowship and friendship among preschool children, their families and Spirit of Joy partners
12. Maintain open communication with parents regarding the lesson plans, field trips, special activities, Spirit of Joy happenings and other relevant information of benefit to parents
13. Complete light cleaning duties at the beginning and/or end of each day

14. Facilitate participation of children and youth in seasonal programs/performances
15. Team with Spirit of Joy staff in providing an integrated ministry
16. Perform other duties as required

Performance Standards:

1. Maintain open communication with Spirit of Joy staff, leaders and congregation.
2. Incorporate Spirit of Joy's mission and core values into the preschool programming
3. Demonstrate a passion for establishing and developing relationships with the preschool children, their parents, the congregation, the community and Spirit of Joy staff
4. Display a positive attitude, follow directions and act courteously when dealing with children, their families, congregation partners, Spirit of Joy staff and the public
5. Maintain confidentiality
6. Understand the responsibilities of a mandated reporter
7. Participate in training and development opportunities
8. Flexibility to work a variety of hours including weekdays and evenings within full-time capacity, as well as weekends as needed to foster relationships with the children and families of the Spirit of Joy congregation

Desired Qualities

1. Committed to serving and growing in relationship with the Lord Jesus Christ and His Church
2. Understanding of scripture and Lutheran Christian faith
3. Passion for young children and their families, with demonstrated experience in this area
4. Creative, with a desire to have fun spending time with children and families
5. Interpersonal skills that help children, families and congregation partners to develop and maintain healthy relationships
6. Understanding of child development, family relationships, and culture
7. Proficiency in Microsoft Word, PowerPoint and social communication technologies
8. Effective written and verbal communication skills

Required Qualities

1. Bachelor's degree in Early Childhood Education or related field
2. Valid driver's license
3. Successful completion of criminal background check
4. Certification in First Aid and Adult/Child and Infant CPR, or ability to receive certification by January, 2016.
5. Physical ability to participate in activities with young children, including bending, sitting, standing for long periods of time, and carrying children

Management Discretion: The job duties and requirements that this document describes may be altered or supplemented at any time at the discretion of the employer.

Employment-at-Will: This document does not create an employment contract, either express or implied. All employment is employment-at-will.

Terms of Employment:

1. This position is a full-time position.
2. This position will work under the supervision of the Preschool Advisory Team, The Leadership Team, and Lead Pastor
3. After 90 days of employment, this position will participate in a performance review with the Lead Pastor and Executive Committee, with an annual review after that.
4. It is expected that the Director of Preschool Programming will attend training and ongoing education that will aid in job responsibilities.
5. Attention to the regular disciplines of worship, scripture reading, and prayer will be expected as essential practices for the individual's ongoing growth in the Christian faith.