

PRESCHOOL DIRECTOR

Holy Love Lutheran Church Preschool & Kindergarten, located in Aurora, CO, is a Christian preschool and kindergarten committed to adhering to our mission of providing children, aged three through five years, a strong and positive early childhood education, integrated with Christian values. We are seeking an energetic Director who is organized, a problem solver, is self-motivated and possesses great communication skills. ***Must have a Director Certificate for the State of Colorado and available to work Monday-Friday.*** This position reports directly to the Holy Love Preschool Board, a group of congregants dedicated to ensuring the success of the preschool ministry.

Primary Responsibilities

- Manage and oversee all aspects of the preschool operation including, but not limited to, recruiting and hiring of staff, child enrollment, managing financial transactions, adhering to all safety and licensing requirements and ensuring all required licenses and inspections are current.
- Leadership of staff recruitment, child enrollment processes, curriculum and staff development, marketing and advertisement.
- Approve staff timesheets and submit payroll support documentation in a timely fashion.
- Lead a team of committed Christian teachers and other staff in the day-to-day operation of a Christian Preschool to ensure delivery of high-quality education and care.
- Conduct regularly scheduled staff meetings. Monitor and evaluate staff and provide mandatory and continuing education training opportunities for the staff. Maintain instructional excellence in accordance with *Colorado Shines* standards.
- Establish and maintain strong, positive relationships with student families, preschool staff, church staff, and vendors.
- Maintain student and personnel records as required.
- Substitute in the classroom as needed.

Optimal credentials, skills, and experience

- Bachelor's Degree in Early Childhood Education, Primary Education or in related field.
- Must possess Director Certificate for the State of Colorado.
- Strong background in state licensing regulations, staffing, enrollment and budget management
- Strong organizational, communication, problem-solving, time management and technology skills.

Hours:

- Full-time salaried position and hours will vary; minimum of 35 hours per week, Monday thru Friday when school is in session.

Pay Range:

- \$40,000- \$45,000 based on experience and qualifications.

Benefits:

- PTO and sick leave, 2 paid snow days, employee discount, continuing education allowance.

We seek an experienced and dedicated preschool Director who is passionate about childhood education and committed to providing a positive and faith-based learning experience for young children. If you have a heart for service and commitment to the mission and values of our Christian preschool, we encourage you to apply.