

Zion Lutheran Church Pre-School Director Job Description

Primary Duties and Responsibilities

As the primary leader of the day-to-day operation of Zion Lutheran Preschool, the Preschool Director is responsible for the daily operations of the center. This individual reports to the Zion Lutheran Preschool Board and the Pastor of the church.

This position is part-time with 25 hrs./week flexed due to the needs of the preschool or special events. Hourly pay varies based on prior experience.

The general duties of the Preschool Director involve establishing efficient and functional relationships with State and Local regulatory agencies, the school board, children and their families, Preschool & Church Staff, and Church Members as appropriate.

After 30-years as a regular faith-based preschool with a strong reputation in our community, the Director will play a key role in co-creating alongside us as we work toward becoming a nature-based preschool. The Director will foster a program which will help children grow and learn developmentally and grow in their understanding and care for nature. The ideal candidate will have classroom experience as well as a passion to be outdoors throughout the year in a variety of weather conditions.

Specific Responsibilities:

- * Responsible for daily operation and for maintaining compliance with Chapter 5104. of the Revised Code and Chapter 5101:2-12 of the Administrative Code.
- * Responsible for the creation, maintenance and compliance of the policies and procedures set by the Ohio Department of Job and Family Services (ODJFS).
- * Define and administer policies for admission, attendance, curriculum, staffing, safety, and financial management, (with the approval of the Preschool Board and Church Council when appropriate).
- * Responsible for developing a yearly budget, maintaining financial records and working within a balanced budget.
- * Responsible for ordering and managing supplies and equipment.
- * Responsible for the hiring and supervision of teaching and support staff.
- * Promote Zion Lutheran Preschool in the community through relationships, networking and social media platforms, being an advocate for nature-based learning in a faith-based setting.
- * Strive to be inovative and work collaboratively in co-creating the preschool's curriculae toward a nature-based model.
- * Exhibit a professional attitude in dealing with families through a responsive, caring and genuine concern for children and their families and a businesslike handling of tuition accounts.

- * Maintain communications with staff members to ensure understanding and compliance with policies, complete classroom observations and performance evaluations, early resolution of problems or grievances, and other personnel issues.
- * Within the approved budget, work with the Preschool Board to identify pay increases and promotion to members of the staff as appropriate.
- * Continually seek ways to improve the facilities, staff, image, and operation of the Preschool by authorizing expenditures covered within approved budgets and by making recommendations as appropriate.
- * Responsible for maintaining records for all teachers and students.
- * Responsible for maintaining the organization dashboard in the Ohio Professional Registry (and ODJFS profile).
- * Responsible for planning for and holding regular board meetings.
- * Responsible to coordinate with the pastor and youth director to plan for monthly chapel and other events to connect the preschoolers (and families when applicable) to the larger congregation.
- * Work with the pastor and volunteers to maintain the preschool website.
- * Maintain a positive relationship with Church Staff and Church Members.
- * Attend monthly Zion staff meetings.
- * Complete daily/weekly light cleaning and sanitizing as needed.
- * Other responsibilities as needed.

Inquiries and Resumes can be sent to:

Zion Lutheran Church
Attn: Pastor Adam Forbes
pastor@zionelc.org
(937) 434-9422
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Dayton, OH