

**ST MICHAEL'S LUTHERAN PRESCHOOL
PART-TIME PRESCHOOL DIRECTOR**

Job Description

The Director acts as the principal and is responsible for the following aspects of the operation of the Preschool. This person....

1. Carries out administrative duties. This includes assisting in budget planning; maintaining student, staff and school records; carrying out directives and interpreting programming with the Minnesota Department of Human Services, the City of Bloomington, and the Lutheran Church Missouri Synod – Minnesota South District.
2. Oversees the purchasing of supplies, equipment, groceries and promotional items. Some purchasing may be delegated to other members of the staff.
3. Oversees the maintenance of rooms and equipment to provide an attractive, clean, and safe operating facility.
4. Communicates with the parents via newsletters, monthly calendar, personal contacts, etc. Is expected to make personal contact with all classes and parents at least once a week.
5. Communicates with Church staff, including the procedure for room requests for various Preschool events. Writes articles for bulletin and newsletter, and coordinates updates for outdoor signage.
6. Is responsible for student enrollment, including the annual registration beginning in January. Reworks as necessary and organizes the printing of the preschool brochure and registration materials (i.e. handbook, tuition payment booklet, questionnaire, information sheet, permission form and emergency card.) Is available for phone calls and tours throughout the year for new student inquiries. Maintains the student waiting list and acts as needed to fill vacancies occurring during the year.
7. Compiles a substitute list, including facilitating background checks, and contacts substitutes as needed. Is involved with recruiting of staff. Is willing to be a substitute in the classroom.
8. Approves curriculum for the year. Evaluates programming and curriculum with staff periodically.
9. Is expected to attend professional workshops and meetings relating to administrative duties. Serves as ex-officio member of the Preschool Advisory Board, and attends the monthly meetings.
10. Plans weekly staff meetings and workshops, and reports to the Board. Assists in planning and attends all special events, such as spring parties, Christmas program, round-up, open house, field trips.
11. Receives and records all registration and tuition checks, makes weekly deposits to the preschool bank account and forwards cash receipts form to the treasurer promptly after making deposit. Is responsible for follow-up on late tuitions. Prepares monthly tuition reconciliation and forwards copy to treasurer on the last day of each month.
12. Is responsible for staff supervision and training – helping each member of staff develop as much of their professional capacity as possible. Is responsible to see that the staff meets requirements such as continuing education classes, First Aid and CPR training, etc.

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13. Sets up and maintains the child library in the hallway.
14. Coordinates Picture Day and other activities as needed.
15. Coordinates "Lunch Bunch" as needed.
16. Is responsible for deciding when school is to be canceled, and helps with phone calls to parents.

Summary:

This job description clarifies the role and duties of this employment position – it is a Christ-like servant role. Because we are a church body, all staff are expected to pursue lifestyles that are morally in harmony with our church's beliefs and respect the teachings of our church body. We hope you will find joy in your work and friendship among your co-workers.

This paragraph mandated by OSHA: PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands & work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift up to 25 pounds. The employee is occasionally required to stand, bend and walk. The noise level in the work environment is usually moderate to loud.