

St. Michael's Lutheran Church

JOB TITLE: Preschool Administrator

Report To: Parish Pastor

Updated: May 2026

Approximately 17 hrs/week during the school year and 10 hrs/week during the summer with typical school holidays. Exact schedule varies depending on preschool needs and special events. Classes are in session September – May.

JOB SUMMARY:

This ministry position requires Christ-like service to the members of St. Michael's Lutheran Church, with respect to the official doctrines of the Lutheran Church – Missouri Synod, including pursuit of lifestyles that are morally in harmony with its teachings.

The Preschool Administrator is a servant-leader position:

- Serving preschool families in an administrative and organizational role, leading by communicating daily information and setting and enforcing policies and procedures as required by licensing.
- Serving preschool staff by communicating licensing requirements, requisitioning supplies, and assisting as necessary; leading by encouraging self-evaluation and improvements to the ministry.
- Serving the preschool committee and the congregation by acting as a liaison between the preschool staff, church staff, preschool committee, parish council, and licensing; leading by proposing policies and procedures and helping to direct vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensure compliance with Minnesota Rules and Statutes for Childcare Center Licensing and the City of Bloomington.
 - a. Maintain and update St. Michael's Lutheran Preschool Policies and Procedures Manual and St. Michael's Lutheran Preschool Parent Handbook.
 - b. Be prepared for unannounced DHS licensing inspection and Bloomington Health Department licensing inspection.
 - c. Ensure current background studies for all employees and controlling individuals.
 - d. Track staff in-service hours for licensing review and communicate training needs to staff.
 - e. Maintain required children records, administrative records, and personnel records.
 - f. Must complete annual training required by licensing, including pediatric CPR training every two years.
2. Maintain Brightwheel preschool software application: registration, enrollment, student information, contact information, billing information, etc. Set up Billing Plans and serve as main administrative point of contact with preschool families (monthly newsletter and calendar, tuition collection, registration, and miscellaneous questions).
3. Serve as ex-officio member of the Preschool Committee and attend the monthly, evening meetings.
4. Assist Preschool Committee and SMLC Finance Director in preparation of annual preschool budget.
5. Act as needed to fill staff vacancies occurring during the year. Create and maintain substitute list. Is willing to substitute and assist in the classroom. Prepare and coordinate regular staff trainings/meetings.
6. Is available for phone calls and tours with the Preschool Lead Teacher throughout the year for new student inquiries. Is expected to make personal contact with all families at least once a week.
7. Oversee purchasing of supplies, equipment, groceries, and promotional items.
8. Approve staff timesheets and assist SMLC Finance Director in tracking staff vacation and sick leave.
9. Brainstorm and implement effective marketing strategies. Work with SMLC office administrators to keep preschool webpage up to date and update outdoor sign. Regular Facebook posts.

10. Oversee the maintenance of room and equipment to provide an attractive, clean, and safe operating facility. Work with Facilities Director to ensure room and grounds are properly maintained.
11. Assist in planning and attend all special events, such as Spring Programs, Christmas events, Round Up, Open House, field trips, etc.
12. Work with head teacher to plan the annual preschool calendar, decide when school is to be canceled, and notify parents/caregivers.

QUALIFICATIONS (Education, Experience, Competence, Abilities):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong written and oral communications skills.
- Effective organizational, problem solving, and time management skills.
- Ability to set priorities and budget time efficiently and independently. Willingness to be “on call.”
- Strong interpersonal skills with ability to communicate effectively with various audiences: preschool families, preschool committee, staff, licensing, etc.
- High desire to work as a team player with preschool and church staff.
- Ability to learn, comprehend, and document information using written procedures.
- Ability to effectively present information in one-on-one and group situations to preschool families and staff.
- Requires a good, working knowledge of Microsoft Word and Excel, including digital file management skills. Requires comfort-level with email (Microsoft Outlook) and basic social media use (currently Facebook).
- 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.

(Employee)

Date_____

(Supervisor)

Date_____