



**Good Shepherd Lutheran Church and Little Lambs Preschool
is looking for a PRESCHOOL DIRECTOR.**

The Preschool is open to children of all faith backgrounds and provides an appropriate learning experience for children between ages three and five. Providing experiences that stimulate the child's interest in God's world, the Preschool creates an environment where each child can develop his or her physical, emotional, mental and social capabilities to his or her full potential, with an emphasis on cognitive development and communication skills. Working collaboratively with the Pastor, Preschool Board, Preschool parents (and other Church Staff, Boards and the Congregation), the Director carries out the Preschool's mission. The Director reports to the Pastor and receives a written performance review from the Preschool Board annually.

BASIC DUTIES AND RESPONSIBILITIES: Plan, organize, direct, and manage, programs for preschool-age children and facilitate positive relationships among Preschool Staff, parents, and the GSLC Congregation. This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition. Must be able to work positively with parents and promote an atmosphere of community and cooperation among all interested parties.

PROGRAM DEVELOPMENT:

- Maintain, develop or modify curriculum to meet the needs of children enrolled in the Preschool and remain current in the field. Develop long term plans to facilitate Preschool growth.
- In conjunction with the Preschool Board and Pastor, define policies of admission, attendance, tuition and educational goals and establish all other necessary policies, procedures or rules pertaining to the operation of the Preschool (consistent with the LLP Employee Handbook.)

ADMINISTRATION:

- Primary responsibility for handling day-to-day administration of the Preschool, including determination of all schedules and utilization of office/classroom space and resources.
- Ensure compliance with licensing requirements, and all other applicable county, state and federal laws, rules and regulations. Serve as the primary point of contact with all governmental and regulatory bodies in connection with the Preschool.
- Plan and implement health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety.
- Manage all aspects of student admissions.
- Maintain full and complete records pertaining to Preschool administration and operation.

FISCAL RESPONSIBILITIES:

- Prepare an annual budget for approval by the Preschool Board.
- Responsible for operation of the Preschool pursuant to an approved budget, including collection of enrollment fees and tuition, purchase of routine equipment and supplies, and handling of routine banking transactions in accordance with established Church financial policies and procedures.

COMMUNICATION AND LEADERSHIP:

- Develop a strong rapport with the Pastor, the Church Staff (and Church Boards, as applicable) by attending planned and ad hoc meetings (as required), presenting monthly reports to the Preschool Board on Preschool operations (to include budgetary information), and responding to requests for information in a timely manner.
- Communicate effectively with Preschool parents and staff, prospective families, and the GSLC Congregation in order to promote understanding and support of the Preschool's ministry.
- Encourage feedback regarding Preschool programs and activities.

QUALIFICATIONS:

- B.S. in Elementary Education with an Early Childhood endorsement or Early Childhood Education degree
- Prior Preschool Experience is preferred.
- While active participation in Good Shepherd congregation is appreciated, successful candidate must be conversant in and practice the Christian faith.

Please send resume and cover letter to:

The Rev. Leland Armbright
Good Shepherd Lutheran Church
1429 N Dakota St
Aberdeen, SD 57401