



**Position:** Preschool Director

**Classification:** Full Time, Salaried Position

**Site:** Trinity Lutheran Church Preschool

**Location:** 1340 11<sup>th</sup> Street, Manhattan Beach, CA

**Contact:** Rev. Luther Martell

Cell: (310) 909-9423, Email: [pastorluther@besidethesea.org](mailto:pastorluther@besidethesea.org)

## **PRESCHOOL DIRECTOR JOB DESCRIPTION**

TLC Preschool is a ministry of Trinity Lutheran Church. The Preschool is open to children of all spiritual backgrounds and provides an appropriate learning experience for children between two years, six months and five years of age. The goal of the Preschool is to provide experiences that stimulate the child's interest in God's world – to provide 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 Church Council, Pastor, Preschool parents (and other Church Staff, Committees and the Congregation), the Director leads the Preschool Staff in operating the Preschool, fosters Preschool Staff development, and carries out the Preschool's mission. The Director reports to the Pastor and receives a written performance review from the Church Council on an annual basis.

### **Basic Duties and Responsibilities:**

Plan, organize, direct, manage, and supervise programs for preschool-age children and facilitate positive relations among Preschool Staff, parents, and the Church Congregation. This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition. Must be able to work positively within a parent-participation school environment 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 with developments in the field. Develop long term plans to facilitate the growth of the Preschool.
- In conjunction with the Church Council, 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 Trinity Employee Handbook.)

**Staff Supervision/Employee Relations:**

- Have knowledge of developmentally appropriate curriculum, interactions and environments Oversee and assist the Preschool Staff in administering, planning and evaluating activities and lesson plans that promote developmentally-appropriate learning.
- Train and supervise the Preschool Staff by holding regular meetings, mediating minor disagreements, and assisting in the classroom when necessary.
- Plan, organize, coordinate, and promote professional development, training, and staff meetings.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development. Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive employee relations environment.
- Conduct Preschool Staff performance evaluations (in conjunction with the Personnel Committee) for submission to the Church Council.
- Arrange for substitute help for the Preschool Staff (and serve as a substitute as needed).
- Coordinate recruitment and hiring to fill Preschool Staff vacancies and make hiring recommendations to the Personnel Committee and Church Council

**Administration:**

- Primary responsibility for handling day-to-day administration of the Preschool (subject to the Trinity Employee Handbook in connection with personnel issues), including determination of all schedules, assignment of Preschool Staff responsibilities, and utilization of office/classroom space and resources.
- Ensure compliance with licensing requirements of the Department of Social Services/California Community Care Licensing Department, 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.
- Keep and maintain full and complete records pertaining to the administration and operation of the Preschool.
- Plan and monitor food service.

#### **Fiscal Responsibilities:**

- Work with the Finance Committee to prepare an annual budget for approval by the Church Council and Church Congregation.
- 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 Church Council, the Pastor, the Church Staff (and Church Committees, as applicable) by attending planned and ad hoc meetings (as required), presenting monthly reports to the Church Council 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 Church Congregation in order to promote understanding and support of the Preschool's ministry. Encourage feedback regarding Preschool programs and activities.

#### **Qualifications:**

Must meet State of California licensing requirements, including one of the following: (i) A.A. in early childhood education and two years of teaching experience in a child care center, (ii) B.A. in early childhood education and one year of teaching experience in a child care center, or (iii) coursework only and four years of teaching experience in a child care center. Must have at least 3 units in a CDEV Supervisor/Admin class and demonstrate a working knowledge of current child care center regulations and policies. Prior Preschool Director Experience is preferred. While active participation in Trinity congregation is appreciated, successful candidate must be conversant in and practice the Christian faith.

#### **Please send resume and cover letter to:**

**Rev. Luther Martell,  
1340 11<sup>th</sup> Street  
Manhattan Beach, CA 90266**