



Director

PURPOSE: To serve as a leader to the Preschool staff, students, parents, and volunteers.

POSITION SUMMARY:

- Oversees all aspects of the Church of the Cross Preschool program which operates in accordance with the Iowa Department of Human Service standards.
- Serves, collaborates and partners as a ministry of Lutheran Church of the Cross.

POSITION DUTIES, RESPONSIBILITIES and EXPECTATIONS:

Specific duties, responsibilities and expectations include, but are not limited to:

- Disciple of Jesus Christ
- Demonstrates the leadership characteristics set forth in 1 Timothy 3:1-12 and Titus 1:6-9
- Member of or willingness to become a member of Lutheran Church of the Cross.
- Embraces Lutheran Church of the Cross's Vision and Core Values
- Committed to and experienced with the Biblical design for ministry leaders to equip God's people to do His work (Ephesians 4:11-13)
- Reflects upon personal behaviors and practices to evaluate, improve, and grow.
- Develops a respectful, Christian environment for students, families, and staff.
- Communicates effectively and appropriately with children, colleagues, families, and the community.
- Knows current developmentally appropriate standards, curriculum and best practices.
- Oversees the implementation of Church of the Cross Preschool curricular goals, developmentally appropriate instruction, and effective classroom management.
- Maintains personnel, student, and health and safety records in compliance with Iowa law and Department of Human Services licensing requirements.
- Maintains confidentiality of all student and family information.
- Purchases, replaces, and maintains equipment, materials and supplies in collaboration with and approval of the Preschool Ministry Leadership Team
- Conducts ongoing evaluation and improvement of program and staff.
- Provides opportunities for staff training and professional development.
- Orients and trains new staff and volunteers.
- Schedules and facilitates staff orientation and regular preschool staff meetings.
- Manages a sound budget.
- Oversees enrollment and registration.
- Schedules preschool events such as parent orientation, parent-teacher conferences, and student programs.
- Works closely with Lutheran Church of the Cross staff and attends relevant staff meetings.

MINIMUM REQUIREMENTS:

The requirements listed below are set by the Iowa Department of Human Services.

- Must have at least one of the following:
 - Bachelor's degree in a child related field
 - Associate degree in Child Development or a child related field
 - Bachelor's or Associate degree in a non-child related field
 - CDA or one-year diploma in Child Development from an accredited school.
- Successful experience working in education and early childhood.
- Successful administrative related experience OR completion of at least one course in business administration, OR 12 contact hours in administrative related training which includes supervision, personnel, record keeping and budgeting.
- Satisfies employment health requirements determined by the Department of Human Services licensing guidelines.
- Completed child-development-related training within the past five years.
- Certification in infant, child, and adult cardiopulmonary resuscitation (CPR), first aid, and Iowa's mandatory reporting of child abuse.
- Completed and passed the state and federal Criminal History Background checks.
- Completed and passed the Child/Dependent Adult Abuse Record check.
- Achieved a total of 100 points through a combination of education, experience, and children development-related training as required by the Iowa Department of Human Services.
- Approved by the Iowa Department of Human Services
- 21 years of age.
- Able to lift a preschool child.

ADDITIONAL SUGGESTED QUALIFICATIONS -

To be completed within a timeline set forth by the Preschool Leadership Team.

- National director credential for early childhood administrator
- Quality Rating Scale training
- Early Childhood Environmental Rating Scale (ECERS) training
- Health and Safety course requirements
- Passport to Early Childhood Education for Program Administrators

In addition, the successful candidate will give evidence of:

- Effective organizational, prioritizing, time management, communication, interpersonal, problem-solving and decision-making skills.
- A positive, tolerant, flexible, caring, empathetic, and willingness to learn disposition.
- Leadership in creating and sustaining a positive and productive team.

LINE OF ACCOUNTABILITY

REPORTS TO: Church of the Cross Preschool Ministry Leadership Team.

ACCOUNTABLE TO: Preschool Board (Ministry Leadership Team), students, families, teachers, colleagues, volunteers and the community.

To apply for this position, please submit a cover letter, resume and 2-3 references by 1/7/2022 to office@lccaltoona.org.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work.