

Preschool Director/Lead Teacher

Holy Cross Lutheran Church

Holy Cross Christian Preschool is a ministry of Holy Cross Lutheran Church. The Preschool is open to children of all spiritual backgrounds and provides a learning experience for children between three 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, cognitive, and social capabilities to their full potential, with an emphasis on cognitive development and communication skills. Working collaboratively with the Holy Cross Board of Directors, 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 also takes on the role of lead teacher in one of the Preschool classrooms. The Director reports to the Holy Cross Board of Directors and works closely with the Pastor.

Duties and Responsibilities:

Plan, organize, manage, supervise and teach programs for preschool-age children and facilitate positive relations among Preschool staff, parents, and the Holy Cross congregation. This position requires strong supervisory, leadership, teaching 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 and Connecticut State requirements and standards. Develop long term plans to facilitate the growth of the Preschool.
- Establish and support a curriculum that embraces the beliefs held by Holy Cross that is fun, educational, and appropriate for a Christian preschool environment.
- In conjunction with the Holy Cross Board of Directors, define and update policies of admission, attendance, tuition, and educational goals, and establish all other necessary policies, procedures, or rules pertaining to the operation of the Preschool.

Staff Supervision/Employee Relations:

- Implement curriculum, interactions, and environments. In collaboration with teaching staff, administer, plan, and evaluate activities and lesson plans that promote developmentally-appropriate learning, in conjunction with the Early Learning & Development Standards (ELDS) set forth by the State of Connecticut.
- Serve as Lead Teacher for one class. Be responsible for planning, implementing and evaluating an appropriate curriculum based on the ELDS.
- Lead and assist the Preschool staff in the day-to-day operations of the Preschool and special events.
- Plan, organize, coordinate, and promote professional development, training, and staff meetings.
- Evaluate staff performance, and, as needed, provide coaching or mentoring for performance improvement and development. Provide day-to-day leadership and work with staff to ensure high performance and promote a positive work environment.
- Arrange for substitute help in the event of absence for all Preschool Staff ensuring that substitutes are certified to serve in the capacity.
- Lead the recruitment and hiring process to fill Preschool Staff vacancies.

Administration:

- Manage day-to-day administration of the Preschool, including the assignment of staff responsibilities (as stated in their job descriptions) and utilization of office/classroom space and resources.
- Ensure compliance with licensing requirements of the Office of Early Childhood (OEC)/State of Connecticut Child Care Licensing Department and all other applicable county, state and federal laws, rules and regulations. Serve as the primary point of contact with all government 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.
- Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.
- Manage all aspects of student admissions by maintaining accurate records of students, including the appropriate health history, immunizations, allergies, and limitations of each child. Ensure that all student files are complete and maintained in a private and secure manner.
- Maintain attendance records for each student.
- Maintain necessary records for staff, submitting reports to government agencies, Holy Cross Board of Directors, and any other agencies as needed. This includes tracking staff development hours, ensuring staff training compliance and maintaining records each year.

- Maintain complete records pertaining to the administration and operation of the Preschool.
- Monitor daily snacks (parents provide) to ensure State of Connecticut health regulations and food program guidelines are being met.
- Update registration, release forms, drop-off forms, student handbook, etc., before registration time and orientation.

Fiscal Responsibilities:

- Manage operations within the approved budget, including coordinating with the Church office to track enrollment fees and tuition, purchase equipment and supplies, and handle routine banking transactions in accordance with established financial policies and procedures.
- Maintain a daily ledger and work with the Holy Cross Board of Directors to prepare an annual budget for approval by the Holy Cross congregation.

Safety of Building:

- Make sure the Preschool facilities comply with local, state, and federal laws. Highlight any concerns regarding non-compliance to the attention of the Holy Cross Board of Directors.
- Do safety checks around the facilities. Note hazards and items that need attention (address these issues with the custodian and Pastor).
- Purchase safety equipment, supplies, and materials as needed and as approved in budget.

Communication and Leadership:

- Develop a strong rapport with the Holy Cross Board of Directors, the Pastor, the church staff (and church committees, as applicable) by attending meetings (as required), presenting monthly reports to the Holy Cross Board of Directors 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 Holy Cross congregation in order to promote understanding and support of the Preschool's ministry. Encourage feedback regarding Preschool programs and activities.
- Maintain social media accounts for promotion and as a communication tool regarding preschool activities.

Qualifications:

- Must be a person who values and sees the inherent value of a Christian-based early education program and agrees to instruct and train the children according to the teachings and beliefs of Holy Cross Lutheran Church.

- A high school diploma and experience working with children in a professional capacity are required.
- Bachelor's or higher degree in Early Childhood Education, Pre-kindergarten or Primary Education is preferred.
- Must meet the minimum state standards for child care workers, including but not limited to: criminal background check, and First Aid and CPR certification.
- Possess strong oral and written communication and organizational skills to effectively communicate with children, families, staff, and the congregation.
- Maintain a healthy working relationship with the Pastor of Holy Cross Lutheran Church, Holy Cross Board of Directors, preschool staff, and members of the church and community.
- While active participation in Holy Cross Lutheran Church is encouraged, it is not required. The successful candidate must be conversant in the Christian faith.

Anticipated Start Date: August 1, 2024

Benefits:

- Health insurance
- Dental insurance
- Vision plan
- Paid time off
- 403(b)
- Retirement plan
- Disability coverage

Schedule:

- Monday to Friday

Work setting:

- In-person
- Holy Cross Lutheran Church

Please email cover letter and resume to: president@holycrosstrumbull.com.

Or send to:

Holy Cross Lutheran Church

Attn: Kerry Geffert

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