

# Child of God Lutheran Church and School

650 Salt Lick Road  
St. Peters, MO 63376  
636-970-7080

## **JOB DESCRIPTION – EARLY CHILDHOOD DIRECTOR**

**Direct Report to:** School Administrator

**Classification:** E - Seasonal

**Purpose:** To serve the church by directing, coordinating and guiding the school ministry of the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

### **Qualifications**

1. Faculty at Child of God Lutheran School shall be spiritual, educational, and professional leaders of the school and church community. They shall reflect and commit to the school's Mission and Philosophy Statements and the overall ministry and wellbeing of Child of God Lutheran Church. They shall be members in good standing at Child of God Lutheran Church.
2. Signed statement affirming they will act in accordance to Child of God's Statement of Belief and standard of conduct.
3. The Early Childhood Director shall be a certified teacher with a minimum of 5 years in early childhood. Preferred candidates will be rostered by the Lutheran Church- Missouri Synod.
4. Complete State of Missouri requirement of being fingerprinted and having a background check on file.

### **General Administration**

*The director will:*

1. Ensure that curriculum, classroom and facilities reflect a professional and Christian environment.
2. Primary responsibility for handling day to day administration of early childhood program, including determination of teacher/assistant schedules and student placement.
3. Manage early childhood student recruitment, admissions and retention.
4. Work with Kindergarten faculty to promote early childhood matriculation and church inclusion.
5. In conjunction with the Administrator and Mission Board, advise on policies of admission, attendance, and educational goals and establish all other necessary policies procedures or rules pertaining to the operation of the early childhood program (consistent with the personnel policy handbook).
6. Coordinate space, scheduling, staffing and curriculum between the early childhood and extended-care programs and related church, school and community programs.
7. Lead early childhood program through state and National accreditation processes.
8. Work with administration to plan and implement health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety.
9. Order materials, supplies and services as needed for the early childhood programs.

### **Public Relations**

*The director will:*

1. Serve as a spokesperson for the early childhood program.
2. Orient new families to the early childhood program.
3. Participate in area early childhood fairs and events at local public libraries.
4. Assist with the development of early childhood registration materials and procedures (open houses, registration days) in coordination with the school administrator.

5. Work with the website developer to communicate information regarding the early childhood program.
6. Develop and publish weekly social media posts, newsletters and other forms of communication for the early childhood program.
7. Publicize information regarding early childhood programs to the church, school and community.
8. Encourage and promote collaborative relationships between parents, staff, administration, and the congregation.

### **Curriculum**

*The director will:*

1. Work with a faculty committee to study, review and update the curriculum based on a designated six-year cycle.
2. Maintain develop or modify curriculum to meet the needs of children enrolled in the early childhood program and remain current with developments in the field. Develop long term plans to facilitate growth.
3. Develop family programming connecting early childhood families and the congregation to each other.

### **Staffing**

*The director will:*

1. Oversee and assist the early childhood staff in administering, planning and evaluating activities and lesson plans that promote developmentally appropriate learning.
2. Coordinate recruitment and hiring to fill early childhood vacancies and make hiring recommendations to the administrator.
3. Train and supervise the early childhood staff by holding regular meetings, mediating conflict, and assisting in the classroom when necessary.
4. Promote and encourage staff development through staff training sessions, workshops and continuing education opportunities.
5. Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development.
6. Provide day to day leadership and work with staff to ensure high performance and to promote positive employee relations.
7. Secure substitute teachers for any staffing substitutions in the program or serve as a short term sub when needed.
8. Planning an appropriate budget, delegating tasks and evaluating progress regularly.