



At Promise Lutheran Preschool, our mission is to provide a nurturing environment rooted in Christ-Centered values, where we build relationships with families, teach others about Jesus, and inspire children to explore, learn, and grow.

Promise Lutheran Preschool Director – Job Description

Position Summary:

- This is a new position for Promise Lutheran Church and will spearhead the launch of Promise Lutheran Preschool.
- Oversees all aspects of Promise Lutheran Preschool in accordance with the unlicensed Registered Ministry of the state of Indiana.
- Serves, collaborates and partners as a ministry of Promise Lutheran Church.

Program Development

- Establish and support a curriculum that embraces the beliefs held by the Lutheran Church Missouri Synod that is fun, educational and appropriate for a Christian preschool environment.
- In conjunction with the Preschool Task Force and Promise Lutheran Board of Directors, 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.

Staff Supervision

- Have knowledge of developmentally appropriate curriculum, interactions and environments. Administer, plan and evaluate activities and lesson plans that promote developmentally-appropriate learning.
- Lead and assist the Preschool Staff in the establishment and operation of the preschool, including day to day operations and special events.
- Plan, organize, coordinate and promote professional development, training, and staff meetings.
- Regularly monitor and evaluate staff performance and provide coaching or mentoring for improvement and development.

Administration

- Primary responsibility for handling day to day administration of the Preschool including the assignment of Preschool Staff responsibilities and utilization of office/classroom space and resources.
- Ensure compliance with requirements of unlicensed Registered Ministry of Promise Lutheran Church.
- Establish and manage all aspects of student admissions by maintaining accurate records of students, including the appropriate health history, immunizations, allergies, and limitations of each child. Ensures all student files are complete and kept private from the general public.
- Keep and maintain full and complete records pertaining to the administration and operation of the Preschool.
- Update registration, release forms, drop-off forms, students handbook, etc. before registration and orientation.

Fiscal Responsibilities

- 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 transitions in accordance with established Promise Lutheran Church financial policies and procedures.
- Prepare and maintain an annual budget approved by Promise Lutheran Church and Congregation.

Communication and Leadership

- Develop a strong rapport with the Promise Lutheran Church Board of Directors, the Pastor, and Church Staff by attending planned meetings.
- Communicate effectively with Preschool parents and staff, prospective families, and the Promise Lutheran Church congregation in order to promote understanding and support of Promise Lutheran Preschool.

Qualifications

- Must be a person who values and sees the inherent value of a Christian-based early childhood education program and supports the Lutheran Church Missouri Synod (LCMS) Word and Sacrament ministry.
- Bachelor's or higher degree in Early Childhood Education, Pre-kindergarten or Primary Education is preferred but not required.

- While active participation in Promise Lutheran Church congregation is appreciated, successful candidate must be conversant in and practice the Christian faith preferably LCMS.

Interested candidates can send resume to:

Pastor **Scott Hedtke**
Promise Lutheran Church
7323 Schwartz Road
Fort Wayne IN, 46835