

Position: Preschool Teacher/Director

Classification: Full Time, Commissioned/Contracted Salary Position

Location: Faith Lutheran Church and Preschool
1700 S. Halleck St., DeMotte, Indiana 46310

Narrative Description

Faith Lutheran Preschool is a ministry of Faith Lutheran Church, which seeks to grow through living God's Word. Our preschool ministry is an integral part of the mission outreach of Faith Lutheran Church, sharing Christ with families of our community in ways that instruct and invite them into greater fellowship with the life of faith as it is practiced and lived out in our life together. We serve families with children from three to five years of age by assisting parents and caregivers in nurturing their children in the faith while empowering them to be the primary educators of their children. Recognizing that children learn best through exploration, experimentation, and play, we work to cultivate the spiritual, social, emotional, intellectual, creative and physical development of each child in a warm and loving Christ-centered environment.

Working collaboratively with the various constituents of the congregation and preschool, the Teacher/Director serves as the primary leader in the operation and development of this ministry. This individual works together as a team with the pastor in the spiritual development of all programs and reports to the Board of Education, receiving a written performance review from them on an annual basis. The Teacher/Director is responsible for leading us toward excellence in sharing the Christian faith with children and families and in academic preparation, including maintaining accreditation by the National Lutheran Schools Association (NLSA).

Ministry Requirements/Qualifications

- Appreciation and passion for Christian-based early education programs and support for LCMS Word and Sacrament ministry as an active and engaged member of the congregation of Faith Evangelical Lutheran Church
- Earned bachelor's degree with no less than 18 semester hours in early childhood education (minimum required for Preschool Administration and child care by the NLSA) or be working toward those requirements
- Additional qualifications including, but not limited to, submission to a criminal background check and First Aid/CPR certification
- Referenceable experience working with children in a professional capacity
- Strong administrative skills, including organization and oral and written communication, in order to effectively serve with children, families, staff, and other agents of the congregation
- Willingness to operate in a strong and healthy working relationship with the Pastor of Faith Lutheran Church, other staff, and boards of the church and community

Five Areas of Responsibility

Spiritual Leader

- Maintain consistency between the preschool and congregation's mission statement and its practices and activities
- Provide a model for the Christian life through regular church attendance, participation in Bible study, and involvement in other activities of the congregation as able
- Participate with children in regular chapel service conducted by the pastor and/or other members of the congregation
- Serve as leader in a daily prayer and "Jesus Time," incorporating activities to reinforce Bible lessons according to a regular schedule
- Consult regularly and work together with the pastor regarding the spiritual development of preschool families and staff

Educational Leader

- Plan and implement an educational program for all students in accordance with the teachings of the LCMS and the moral teachings of the church with a focus toward growth and excellence in all areas of the program's established philosophy, including music and physical education where possible
- Provide parent/teacher conferences for each student twice annually to include parents in their child's development
- Organize and attend field trips and other activities that promote Lutheran faith development, vocational identity, and a love of God's creation
- Conduct a minimum of two (2) special programs each year outside the regular scheduled day for all classes, highlighting the spiritual and educational aspects of the ministry for students, parents, and other constituents
- Prepare, develop, and care for the physical spaces in ways that encourage the spiritual and educational purposes of the program

Relationship Builder/Nurturer

- Coordinate, direct, and supervise a preschool environment where students, parents, teachers, and support staff experience positive growth and learning that enables each child to grow spiritually, socially, emotionally, physically, and academically
- Manage behavior for the preschool so that students acts in harmony with God's Word with insight and knowledge from child behavior and development in accordance with Board and state policy and laws, modelling such Christian behavior at all times
- Conduct staff meetings on a regular basis as needed or dictated by the Board of Education
- Attend Board of Education meetings each month, sending an appropriate staff member or written report when absent
- Attend conferences and workshops with other staff as able, in an effort to ensure continuing education, growth, and excellence in all things

Communicator

- Develop and carry out a program of printed and personal communications for the constituent groups of the preschool, church, and community to inform and involve them in the work of the preschool to enhance their goodwill, support, and confidence
- Regularly report to the Board, Church Council, and congregation as requested to ensure transparency and mutual edification
- Provide surveys to parents each year for evaluation of the ministry program, activities, etc. to aid in continuing improvement

Manager

- Maintain proper records of students and faculty at all times, working together with other church staff as necessary to do so
- Oversee other members of the preschool staff, recruiting and maintaining a list of viable substitutes, conducting annual reviews of all staff with the assistance of the Board of Education
- Develop and implement policies and procedures applicable to students, families, and faculty
- Recruit, enroll, and maintain students in the preschool ministry
- Prepare and manage the budget of the preschool, reporting our financial condition to all appropriate constituents of the congregation as dictated by the constitution of Faith Lutheran Church
- Ensure that facilities are adequately maintained to carry out the preschool ministry, meeting all local, state, and federal fire, safety, and health requirements, and standards set by the NLSA
- Assure the Faith Lutheran Church Child Protection Policy is fulfilled in all preschool activities

Salary

Annual salary \$37,000 - 52,000, largely based on years of experience

Salary is paid bi-monthly, on the 15th and 30th. Two weeks (ten days) paid personal/sick days are granted each year with request that they be taken during times school is not in session as much as possible.

Benefits and insurance can be discussed with the Board and pastor.