



# DIRECTOR SOUTH TABLE MOUNTAIN PRESCHOOL

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## THE LEADER WE ARE LOOKING FOR...

- **Is Incarnational:** they embody the love of Jesus and the Kingdom of God in their relationships and interactions with people.
- **Is Missional:** understands and focuses on equipping and empowering people for a mission beyond the walls of the church.
- **Provides Competent Leadership:** reflects theological, theoretical, and practical knowledge and skill in leadership. Gifted in empowering and equipping adults to do mission/ministry.
- **Establishes Effective Relationships:** establishes effective relationships with people of all ages, volunteers, and staff.
- **Mentors Faith Life:** assists people in their faith life both one-on-one and in groups.
- **Develops Teams:** shares the vision of FAITH and attracts gifted people into leadership.

## SUMMARY DESCRIPTION:

The Director of South Table Mountain Preschool (STMP) exists to develop, implement and maintain a high quality Christian preschool in every aspect that is connected to Faith Lutheran's mission and ministry.

## QUALIFICATIONS:

- Meet the licensing qualifications and requirements for a director of a Colorado licensed Preschool (large daycare facility)
- Possess and display strong Christian principles
- Have a passion for working with young children
- Works well with parents/adults in various capacities and able to communicate with them well
- Able to lead teaching team with vision and enthusiasm
- Meet FAITH's leadership role (see above) and continues to develop personally and spiritually

## RESPONSIBILITIES:

- Oversight of preschool:
  - Create a Christian atmosphere where teachers, parents and children feel God's love and acceptance
  - Define and implement educational goals of preschool
  - Develop and implement program and curriculum
    - Regularly assess and adjust – additions/changes that provide continual quality programs
  - Staff

- Recruit and hire for all staff vacancies
- Conduct an employee orientation for all new employees
- Provide all paperwork for new employees and review teacher job description with all new employees
- Maintain personnel files on all employees and ensure all required continuing education, training and work permits (Jefferson County Sheriff's Department) are current
- Conduct staff meetings
- Keep a current list of available substitute teachers
- Provide yearly CPR classes and workshops
- Discuss yearly goals with each teacher. Evaluate each year whether goals were met
- Evaluate each teacher during classroom instruction at least two times per school year
- Be available to individual teachers for counsel or advice when necessary
- Review monthly curriculum plans with each individual teacher
- Review student assessments with teachers if there are concerns
- Supervise monthly shopping and keep within budget
- Parent Communication
  - Inform all prospective families of the philosophy of FAITH Lutheran Church
  - Provide parent orientation within first 6 weeks of beginning of school each year concerning school philosophy, policies and procedures
  - Be available on a daily basis to conference with concerned parents. Identify and counsel families as to specific needs
  - Refer parents to professional counseling or other services when necessary
  - Give tours of the facility to prospective parents
  - Provide a monthly newsletter to each family at the first of each month
  - Ensure student assessments are completed for each child and results communicated with parents
- Financial
  - Prepare a proposed budget by time requested of each year based on survey of current needs
  - Operate South Table Mountain Preschool within the budget as approved by the Council of Faith Lutheran Church
  - Identify children that are in need of financial scholarships. Provide and review the necessary paperwork to qualify families for scholarships
  - Meet with the church financial secretary as needed to review billing and other budget related items
  - Enroll new children from the waiting list as vacancies occur
  - Notify parents of an annual tuition increase 30 days in advance
  - Review teacher's salaries yearly and give appropriate raises
  - Design a salary schedule for all staff
  - Purchase all equipment and supplies and arrange for repairs and maintenance as necessary
- Public Relations/Communication
  - Set up a marketing plan and review/update it yearly
  - Recruit new students and staff

- Communicate with FAITH community through social media/website/written communications of happenings with STMP
    - Keep abreast of current child care/school needs in the community
  - Health and Safety
    - Provide a healthy, safe environment for all teachers and children
    - Require all children to have a current immunization record and current health report from child's physician
    - Require all enrollment papers and policy statements to be signed and returned.
    - A list of authorized persons that may pick up each child needs to also be included with this paperwork
    - Maintain an isolated area for all children who become ill during school hours
    - Provide each classroom with a complete first aid kit to include a CPR shield
    - Ensure parents follow procedure for signing children in and out each day
    - Conduct regular fire drills
    - Encourage families to provide nutritious, well-balanced snacks and lunches
    - Dispense children's OTC and prescription medications with strict supervision according to the policies of the state of Colorado and in cooperation with the county assigned nurse
- State licensing
  - Keep informed of the school's legal responsibilities and liabilities as it pertains to Jefferson County Social Services, Jefferson County Health Department and State of Colorado Department of Human Services – Division of Child Care
- FAITH staff
  - Regularly attend staff meetings as worked out with Lead Pastor
  - Coordinate all events (other than classroom activities) with church master calendar
  - Act in an advisory capacity to the Council of FAITH Lutheran and implement their decisions
  - Continually seek ways to develop own leadership skills as in attending professional training workshops, etc

**Reports to:** Lead Pastor – Jane Jebesen

**Time:** Approximately 1600 hours/year. Additional time for Parent Day Outs and Summer Camp

**Salary:** \$35,000-\$40,000 plus benefits

## **CONTACT INFORMATION**

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