

**OPENING for: EDUCATION DIRECTOR  
PEACE LUTHERAN PRESCHOOL & DAYCARE  
595 BELVIDERE ST., EL PASO, TX 79912**

Through a cooperative partnership between parents, staff, and Peace Lutheran Church, our mission is to nurture children, to develop positive strengths, ethics, and skills necessary to fulfill God's purpose for their lives and to meet the challenges of our world.

**EDUCATION DIRECTOR POSITION DESCRIPTION**

**Purpose:** The Education Director and Operations Director work together as the chief administrative officers of PLPD and will be accountable to PLPD's School Board, and supervised by the Pastor of Peace Lutheran Church. The function of the Education Director is to work in conjunction with the Operations Director to conduct the day-to-day activities of PLPD within the mission, vision and policies adopted by PLPD Board. The Education Director is salaried at 37 hours/week.

**Minimum Qualifications:**

1. An associate's degree in early childhood education or a related field of a Child Development Associates and three years of experience as a teacher
2. Minimum of six college credit hours in Business Management.
3. At least five years of experience in a licensed childcare center.
4. Pass a criminal background check prior to employment. No criminal conviction of a felony, violent crime, or any crime involving moral turpitude, child abuse, or neglect.
5. Complete a credit check prior to employment.
6. Communicate clearly in English, orally and in writing.

**Desired Qualifications:**

1. Bachelor's degree in early childhood education, school-age care, child development, social work, nursing, sociology, psychology, human development and family studies, or another child-related field and one year of experience as a teacher
2. Membership in a professional organization or educational institution--e.g., National Association of Early Young Children (NAEYC), Southern Early Childhood Association (SECA), Evangelical Lutheran Education Association (ELEA).
3. A current Texas Food Handler's Card, SIDS training, and Certification in first aid and Cardiopulmonary Resuscitation (CPR).

4. Documented leadership training from NECPA or equivalent leadership credential
5. Fluency in Spanish, orally and in writing.

**PRESCHOOL EDUCATION DIRECTOR RESPONSIBILITIES:** Within the policies developed and adopted by the school board, the Education Director has the following responsibilities:

1. Identify the developmental needs of children, the professional needs of staff, and the support needs of families
2. Recruit, hire, supervise, place on probation, suspend and terminate employees of PLPD with the approval of the School Board.
3. Monitor staff and program for effectiveness
4. Implement the curriculum
5. Ensure that employees are not regularly scheduled for more than ten hours of direct childcare during a 24-hour period
6. Administer PLPD's daily operation in compliance with the minimum standards specified by the TDPRS (Texas Department of Public Regulatory Standards) and assure that all employees comply with these standards
7. Conduct staff meetings in conjunction with Business Director and plan for staff training needs
8. Maintain personal professional development by attending training and study conferences
9. Maintain health and wellness standards, including, but not limited to, ensuring accurate shot and medical records, administration of medication and overall health and safety.
10. Maintain social media, including a presence on Facebook
11. Maintain records and files for Education and Caregiving staff which include the following:
  - a. Contracts
  - b. Staff personnel files
  - c. Staff development records
  - d. Daily record of staff arrivals and departures
12. Other responsibilities as outlined in the employee handbook

**All interested and qualified applicants are asked to submit resumes and cover letters to: [jimlkpt2@aol.com](mailto:jimlkpt2@aol.com). The position will close once an outstanding applicant has been selected.**