

First Lutheran Church of Richmond Beach  
First Lutheran Preschool & Kindergarten  
18354 8th Ave NW  
Shoreline WA 98177  
(206) 546-0320

## **Job Description: Director**

### **JOB TITLE**

Director of First Lutheran Preschool & Kindergarten

### **POSITION/PURPOSE**

The director is responsible for the day-to-day operations of the school, supervision of school staff, and coordination with families, students, preschool & kindergarten board, and First Lutheran Church of Richmond Beach staff. First Lutheran Preschool & Kindergarten is a vital ministry of First Lutheran Church of Richmond Beach. The director is a member of the First Lutheran Church of Richmond Beach ministry staff, and as such reports to the pastor.

### **QUALIFICATIONS**

- B.A. in Education or related field, or Early Childhood Education degree
- Active membership or ability to become a member of First Lutheran Church of Richmond Beach within 6 months of hire date
- Ability to sign the statement of faith for First Lutheran Church of Richmond Beach
- Adhere to the Mission, Vision & Values of First Lutheran Church of Richmond Beach
- Knowledgeable about basic elements of the Christian faith
- Certification in First Aid & CPR
- High level of proficiency and experience with Microsoft Office/O365 software, Quickbooks, and social media platforms
- Familiarity with Evangelical Lutheran Education Association Region 1 and National opportunities for staff and accreditation
- Submit to national background check

## **ESSENTIAL FUNCTIONS**

### **Curriculum**

- Develop and oversee implementation of curriculum for early learners
- Maintain child development and preschool curricular best practices through ongoing professional development
- Remain current with educational and financial trends of preschools in the surrounding community

### **Enrollment**

- Be available to prospective parents for tours, interviews, and responding to questions
- Conduct parent orientation
- Enroll new students and maintain proper enrollment records
- Prepare class lists and rosters
- Maintain student, family, and school staff records, ensuring appropriate confidentiality

### **Budgeting & Financial Management**

- Receive monthly tuition payments
- Prepare and recommend yearly budget including tuition rates, payroll and operational expenses
- Administer and award student scholarships
- Coordinate and oversee the preschool budget
- Prepare and present quarterly preschool budgets to the preschool & kindergarten board
- Regularly submit budgets and program updates to the church council and preschool & kindergarten board.

### **Faith Leadership**

- Conduct and facilitate regular chapel times with school classes
- Provide faith leadership to preschool staff
- Serve on First Lutheran Church of Richmond Beach Faith Formation volunteer team as defined in the First Lutheran Church of Richmond Beach operations manual
- Provide insight and leadership in weekly First Lutheran Church of Richmond Beach church staff meetings
- Encourage involvement of preschool families in the activities and ministries of First Lutheran Church of Richmond Beach

### **Communication**

- Plan, organize, and work congenially with other adults including church staff, school staff, parents and volunteers

- Maintain a strong working relationship with the preschool & kindergarten board to inform and coordinate regarding short and long range planning and policies
- Be available to support staff, parents, and children as needed
- Provide updates of school happenings and finances to church council and preschool & kindergarten board
- Meet regularly with Director of Faith Formation regarding the needs of the children at First Lutheran Church of Richmond Beach
- Mediate, facilitate and resolve special concerns and work to maintain a healthy work and school environment

### **Marketing, Outreach & Promotion**

- Develop and maintain multimodal strategic communications to reach families, church, and community partners
- Maintain working relationships and connections with other preschool directors in the area
- Coordinate special events

### **Staffing**

- Recruit, hire, and train school staff
- Lead, support, supervise, and evaluate school staff
- Coordinate school volunteers and implement volunteer policies
- Arrange for and support staff to participate in professional development
- Attend workshops, seminars, classes and engage in book studies and article readings to enhance professional development

### **Administration & Management**

- Maintain awareness of relevant school accreditation and licensure needs
- Coordinate actively and directly with First Lutheran Church of Richmond Beach staff
- Coordinate the use of church resources and spaces by the preschool
- Assure and arrange for clean and safe classrooms and equipment
- Assure that supplies, equipment, and teaching materials are available on an ongoing basis
- Plan and implement relevant safety procedures including fire, earthquake and lock-down drills
- Adhere to all governing documents of First Lutheran Church of Richmond Beach and First Lutheran Preschool & Kindergarten