*God’s purpose for Shepherd of the Valley is to receive, embody, and proclaim God’s living Word with all.*

**PRESCHOOL DIRECTOR DESCRIPTION**

**MISSION STATEMENT**

Shepherd of the Valley Lutheran Preschool is a Christ-centered preschool that provides a loving environment, which gives the children the opportunity to learn and grow emotionally, intellectually, physically, socially, and spiritually. The Preschool adheres to the belief that children learn through hands-on experiences and emphasizes how God created each person to be unique and special.

**Position:** Salaried at .45 FTE for 40 weeks during the school year (excludes 1 week for Thanksgiving Break, 1 week for Winter Break, 1 week for Spring Break) plus an additional 45 total hours during the Summer Break

**Reports to:**Lead Pastor and Church Council (staffing); Preschool Ministry Board (programming)

**Supported by:** The Preschool Ministry Board, the lead pastor, the office staff, the custodial staff, and the parish administrator (also the Preschool’s bookkeeper)

**General Description**

As educational leader, the Director carries out the mission of the congregation and is responsible for the Preschool’s administration and management. The Director helps to establish the setting and support for the Teachers and Assisting Teachers in implementing developmentally-appropriate learning activities through structured and organized play.

**By May 31 submit** a letter of application, resume’, faith statement, and contact information of three professional references to: Shepherd of the Valley Lutheran Church (ATTN: Jackie McMurran), books@sov-id.org OR 3100 South Five Mile Road,

Boise, ID 83709.

**Major Duties and Responsibilities**

1. Maintain effective communications with staff, the Preschool Ministry Board, and the Lead Pastor.
2. Serve as the Preschool’s liaison for student recruitment and registration.
3. Oversee tuition collection.
4. Direct the hiring of staff, and coordinate their teaching assignments.
5. Perform program and staff evaluations at the appropriate intervals.
6. Comply with governmental and insurance regulations.
7. Facilitate staff development and the fall parent orientation.
8. Assure adequate school supplies, including classroom snacks, and determine capital purchases.
9. Work with the Preschool Ministry Board to prepare the annual budget to present to the Church Council.
10. Plan and implement fundraisers.
11. Oversee maintenance of the Preschool section of the church’s Website.

**Desired Qualifications**

1. Be an example of spiritual leadership and a worshipping member of a Christian church whose basic teachings are consistent with the beliefs of the Lutheran Church.
2. Possess an early childhood or elementary education background (degree program preferred) and have recent teaching experience with young children.
3. Be innovative, resourceful, flexible, and able to demonstrate administrative ability and organizational skills.
4. Be friendly, enthusiastic, and able to communicate effectively with staff and parents.
5. Exhibit a fair, honest, sympathetic, and consistent manner in dealing with children and adults.
6. Be able to skillfully communicate in both oral and written form to a variety of constituent groups.

**Salary Range:** $14,000 to $15,000 with possibility of additional pay for classroom teaching.

**Terms of Employment:**  Letter of Appointment awarded annually; compensation based upon a salary schedule with consideration being given to the individual’s education and years of experience.