

St. John's Lutheran Preschool

Title: Program Director

Work Schedule: Part Time (approximately 75 hours per year)

Direct Supervisor: St. John's Lutheran Church Pastor

Job qualifications:

A center director for a program licensed to serve 50 or fewer children shall meet all of the following conditions:

- a. Be at least 21 years of age.
- b. Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.
- c. Have at least 320 hours of experience as a teacher or assistant teacher in a group child care center or other approved setting or have at least 320 hours of experience as a licensee of a family child care center under ch. DCF 250.
- d. Have completed at least one of the preservice training requirements in Table 251.05A prior to beginning work as a center director, except as specified in subd. 5. a. The center director shall also complete any additional training requirements in Table 251.05A as provided.
 1. two courses for credit in early childhood education
 2. The Wisconsin Program Development Credential
 3. The Wisconsin Preschool Credential
 4. The Wisconsin Infant-Toddler Credential
 5. Two non-credit department-approved courses in Early Childhood Education
 6. One course for credit and one non-credit department-approved course in early childhood education
 7. forty-eight credits from an institution of higher education with at least 3 credits in early childhood education
 8. A child development Associate (CDA) credential issued by the Council for Professional Recognition
 9. A certificate from the Registry indicating the person is preliminarily qualified as a director for a center licensed to care for 50 or fewer children
 10. A one-year diploma in child care or early childhood education from an institution of higher education
 11. An Associate degree in early childhood education or child care from an institution of higher education
 12. A bachelor's degree from an institution of higher education in early childhood education, education, or child development
 13. A license issued by the Wisconsin department of public instruction indicating that the person is qualified to act as a pre-kindergarten, kindergarten, or early childhood regular or special education teacher. The license may not be a one-year license with stipulations (formerly known as an emergency license); a 3-year, short-term substitute license; or a 5-year long-term substitute license, as defined by the Wisconsin department of public instruction.

Job Summary: The center director shall be responsible for the supervision of the planning and implementation of the center's program for children.

Responsibilities:

- In coordination with preschool administrator, the director will...
 - o Comply with state mandated continuing education requirements for licensing & submit documentation to administrator

- Coordination and evaluation of educational curriculum of the center, in cooperation with the teachers and administrator
- Divide enrollees into classes
- Complete a daily closing and cleaning checklist to provide a clean and healthy classroom setting
- Maintain communication, through the following...
 - Manage preschool social media accounts
 - Compose monthly parent newsletters
 - Compose monthly calendars to include snack schedule and special upcoming events
 - print and deliver articles, news releases and notices to the local newspaper agency and church news editor as well as manage promotions for the preschool
- Assist in registration of students in the following ways....
 - Support preschool committee with registration efforts
 - Meet with prospective families outside of open house hours, as needed
- Attend the following meetings...
 - Monthly preschool committee meetings*
 - St John's Lutheran church staff meetings and preschool staff meetings as required
 - St. John's church council meetings as necessary
- Organizing, implement, and attend preschool special events, such as...
 - Organize field trips
 - Graduation night
 - Family night
 - Open house
 - Parent/student orientation days as necessary prior to the start of the school year
 - Other
- Maintain proper inventory of program supplies, materials and equipment – purchasing supplies as needed through proper approved channels
- Comply with all components of the St John's Lutheran Church personnel policy
- Complete any other task and/or duty assigned by the current church Pastor