

**Title:** Preschool Director

**Work Schedule:** Part-time (approximately 75 hours per year)

**Direct Supervisor:** St. John's Lutheran Church Pastor

As a Preschool Director, you will manage the center's communication to families, the St. John's Lutheran Church congregation, as well as the local community, work alongside the teachers to create high-quality programming, and build strong relationships with families that will help nurture each child's individual development.

Responsibilities will include...

- Supporting the Preschool Committee with registration efforts
- Meeting with prospective families outside of open house hours as needed
- Communicating with families through monthly newsletters and calendars, emails, and social media
- Organizing field trips, graduation night, family night, and other special events
- Advertising open enrollment, give tours of the facilities, and aide in the registration process
- Attending monthly Preschool Committee meetings, St. John's Lutheran Church staff meetings and preschool staff meetings as required, and St. John's Lutheran Church council meetings as necessary

Qualifications:

- Be at least 21 years of age
- Have completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction
- 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
- 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.
- Complete any additional training requirements in Table 251.05A

Salary: \$15-17/hour based on experience and education

Optional health benefits may be offered.

A combination of Preschool Director, Administrator, and Lead Teacher positions may be considered.

For a full job description, please visit the St. John's Lutheran Preschool website: <https://www.stjohns-bloomer.org/preschool.html>