

Position Description:

Summary The Bethany Lutheran Preschool Director will be responsible for the protection and care of the children, for excellent communication with the parents, for coordinating with the church and Preschool staff, and for enriching the Preschool curriculum. They report to Bethany Lutheran Church's congregational President and the Board of Directors on which they also participate as a non-voting member. Duties

- Create a warm, safe, and welcoming environment for all staff, children, and parents by following all Virginia licensing and National Lutheran School Accreditation (NLSA) principles.
- Manages the financial responsibilities of the Preschool, maintain and follow a working budget for each program. Create and manage a yearly budget for the Preschool and work with the Board of Directors to plan the church's annual budget to present to the voters each year.
- Monitor collection of fees and report all income and delinquencies to the Business Manager.
- Represents the Preschool at congregational/community events.
- Proactive and effective relational interaction and communication (e.g., in person, publications, and electronic communications) with children, parents, and staff
- Lead the Preschool staff through mentoring, training, challenging, advising, and team building.
- Maintain and update forms, including the parent and staff handbooks.
- Continue to grow professionally through training, workshops, continuing education, and other opportunities.
- Responsible for enrollment appointments and school tours.
- Responsible for implementing program philosophies, principles and goals.
- Responsible for interviewing, hiring, and appropriate evaluation of Preschool Staff.
- Responsible for overseeing and implementing Academic and Biblical curriculum approved by the Board of Directors.
- Reflects the love of Jesus through words and actions, relating joyfully and sensitively to children and staff.
- Maintain positive relationships among children, staff, parents, congregation, and community.
- Coordinate with the Director of Stewardship, Business Manager and Church Trustees to ensure the center is maintained as needed and cleaned regularly.
- Order and inventory Preschool supplies
- Advertise in the community through print and digital media
- Coordinate volunteers
- Write grants
- Support weekly chapel time with Pastor
- Set school policies
- Plan special events, e.g., Christmas, Easter, End of Year Celebrations
- Schedule field trips and other special visitors
- Plan and schedule CPR training for staff Requirements
- Bachelor's degree in a related discipline (i.e., early childhood education, or recreation therapy).
- Minimum of 5 years education experience with a minimum of 3 years leadership experience at the level of a lead teacher or above.
- Minimum of 6 months managerial experience (specifically, supervising and scheduling staff) or similar experience.
- Enthusiastic supporter of the Christian mission.
- Excellent verbal, written, and interpersonal skills with staff, board members, and families.
- Proven leadership skills.
- Strong executive-level administrative skills.
- Proven facility to build effective and healthy teams.
- Understanding of and capacity to manage the Virginia licensing and NLSA accreditation principles.
- Strong understanding of finance and budgeting.
- Ability to be present at BLCPS events and worship services, as necessary.
- Ability to adapt to changing conditions and needs.
- Proficiency with commonly used office computer applications and technology.
- Working familiarity with the structure of private, faith-based education in general and the educational institutions and doctrinal positions of the Lutheran Church Missouri Synod (LCMS) in particular.

Additional considerations

- Business education degree.
- Current/active listing on a Commissioned/educational ministry roster of the LCMS.
- Active membership in a Christian church and strong commitment to the Biblical faith.
- Active membership in an LCMS congregation.

Benefits Starting salary range is dependent upon individual qualifications and experience. About Us Bethany Lutheran Church and Preschool is a congregation of the Lutheran Church-Missouri Synod (LCMS), founded in 1953 in a Northern Virginia suburb outside Washington, DC. Signature ministries of the congregation include a

Preschool/Kindergarten and music for festival worship, among other community outreach ministries and programs. The Preschool is an extension of the educational ministry of Bethany Lutheran Church. The school includes children of the congregation, other congregations, and children whose families have no church affiliation. Bethany Lutheran is truly a diverse group of students, and our goal is to meet each student's individual needs!