

TRINITY LUTHERAN CHURCH  
CAMP HILL, PENNSYLVANIA

Number 1.20.80  
Subject Job Description – Preschool  
Director  
Updated Date 11/08/2023  
Committee Administration & Personnel

## **EMPLOYMENT AGREEMENT**

The Preschool Director provides leadership and oversight to the Trinity Preschool.

**REPORTS TO:** Director for Faith Formation

**DIRECTLY SUPERVISES:** Preschool Teachers and Assistant Teachers

**EVALUATOR:** Director for Faith Formation

**STATUS:** Three (3) Years Contract – From May 2023 – May 2026

**FLSA:** Hourly, Non-exempt

### **ESSENTIAL FUNCTIONS:**

#### **Human Resources**

- Advertises Preschool staff positions and preschool opening as necessary.
- Interviews and recommends selected candidates to the preschool board for teaching positions.
- Coordinates with preschool board chair and attends quarterly preschool board meetings
- Orients new teachers as necessary.
- Supervises and supports preschool staff.
- Obtains substitute teachers when necessary.
- Schedules and leads monthly preschool staff meetings and summer staff meetings.
- Conducts annual performance evaluations of all preschool staff in collaboration with the preschool board.
- Maintains compliance with Trinity’s Keeping Kids Safe policies and ensures that up-to-date originals of these files are forwarded to the Director for Faith Formation.

#### **Admissions & Parent Relations**

- Conducts prospective parent tours.
- Processes student applications, registrations, health forms, and monthly tuition.
- Finalizes enrollment, prepares parent phone directory and handbook
- Plans and conducts parent orientation meeting prior to each new academic year.
- Coordinates parent volunteers.

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- Maintains a good relationship among preschool board, staff, parents and children.

#### **Financial & Administrative Oversight**

- Maintains all Preschool financial records in accordance with church policy.
- Orders materials required by preschool teachers.
- Organizes preschool fundraisers.
- Schedules and implements school-wide programs ( i.e. fire safety visit, Santa visit, holiday programs, vision screening, year-end picnic, etc.)

#### **Connections with Trinity Programs**

- Implements policies of Trinity Lutheran Church.
- Coordinates all areas of the preschool program with other Trinity Church programs.
- Submits reports to the board and an annual report to the congregation.

#### **OTHER RESPONSIBILITIES:**

- Participates regularly in training conferences and study for continuing personal and professional development
- Encourages participation in conference, synod, and ELCA activities
- Participates in staff meetings and retreats as requested
- Performs other duties as may be assigned by the Lead Pastor or Director for Faith Formation

#### **MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in Early Childhood Education, Elementary Education or related field
- Two years experience desired
- Strong organizational skills
- Compliance with all local, state, and federal criminal background checks
- Baptized Christian

#### **PHYSICAL REQUIREMENTS:**

- Ability to communicate orally and in writing
- Ability to listen to staff, members, and community
- Ability to lift 30 pounds

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### **CORE COMPETENCIES:**

- **Leadership**  
Exemplify visioning, planning, communications, decision-making, delegation, and conflict management skills.
- **Job Knowledge**  
Demonstrate proficiency in the organization and administration of program area.
- **Integrity**  
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.
- **Interpersonal Skills**  
Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.
- **Mission Ownership**  
Demonstrates understanding, and is fully supportive of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.

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**ACKNOWLEDGEMENT**

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date