



Living Savior Preschool 8740 SW Sagert St. Tualatin, Oregon 97062 •
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Living Savior Preschool Director

The Preschool Director serves as a general administrative leader of Living Savior Lutheran Church's Preschool. This person coordinates and guides the Preschool/Pre-k ministry of the church; provides leadership and supervision to the staff, coordinates events, and acts as a liaison between parents and the church. This position is not to exceed 29 hours per week mid-August through mid-June and 5 hours a week mid-June through mid-August.

Qualifications we would prefer the Director to have:

1. A member of the Lutheran Church – Missouri Synod (LCMS). Or profess Christianity and be a member of a Christian Church who can be respectful of the LCMS faith community and be open to learning about it.
2. A Bachelor's degree or higher with an emphasis in early childhood education, administration, and supervision. Equivalent work experience may be substituted for the degree.
3. Two to three years' experience in early childhood education or related fields.
4. Demonstrated supervisory experience of teachers and volunteers.

Job Description:

- Lead new family tours and meetings with parents of prospective students.
- Plan and organize all school events, including but not limited to open houses, parent orientations, school programs, fundraisers, yearly special events, classroom parties and chapels.
- Provide current and effective parent-school and school-church communications through a yearly calendar, monthly newsletters, flyers, weekly information emails, and Facebook updates etc.
- Attend regular meetings with the church staff, Board of Christian Education and Preschool Governing Board (PGB), and as requested at other church related meetings.
- Work with PGB to interview and hire potential staff members.
- Supervise and support assigned staff of teachers through evaluation and regular staff meetings. Provide staff development opportunities, mediate disagreements, and assist in the classroom when necessary.
- Carry out all aspects of the job in a way that accomplishes the philosophy and goals of the church's preschool.
- Review and help select a developmentally appropriate curriculum with integration of Christian content and educational tools.
- Prepare annual budget and present it for approval at the Congregation's June voter's meeting for approval.
- Develop and implement procedures for student admission and enrollment.
- Provide registration packets and keep registration records on all students.
- Keep records that pertain to the administration of the school in such a way that they are available, understandable, and useable.
- Keep all personnel records.
- Be responsible for paying the school's bills.
- Collect and record tuition payments and registration monies.
- Provide information to the bookkeeper to facilitate accurate record keeping.