



UALC Preschool and Kindergarten

Job Title: Preschool Director - Mill Run

Job Summary: The Preschool Director fulfill the mission of UALC by assisting the pastor in overseeing the administration of UALC Preschool and Kindergarten program. The director provides the appropriate learning atmosphere and activities designed to maximize student competencies and skills for intellectual, emotional, physical, social, and spiritual growth toward a successful future, as preschool staff members are often the first formal relationship a child and family has with UALC. The director is responsible for ensuring that all appropriate regulations are followed and that the curriculum and environment are developmentally appropriate and safe for preschool and kindergarten age children. The director supervises preschool and kindergarten staff members. UALC Preschool and Kindergarten is a ministry of the church with the intent to help families with the Christian education of their children as well as reach out to local families by providing an excellent preschool education with a distinctly Christian focus.

Qualifications:

- Must meet requirements of ODJFS.
- A degree in Early Childhood Education, or related field, and/or at least five years work experience in a licensed childcare facility, kindergarten or early childhood program preferred
- Experience or classes in leadership a plus.
- Technical skills, including Microsoft Word and Excel.
- Has a love of God and freely shares that love; maintains a professional attitude and demeanor on the premises and in the community; warm and friendly personality; sensitive to the feelings and needs of others; loyal, dependable, and willing to assume responsibility.

Accountability:

- Campus Pastor

Essential Job Functions:

- Upholds the mission of UALC Preschool and Kindergarten
- Coordinates with Preschool Director - Lytham
- Is knowledgeable of, supports and adheres to all policies and procedure of UALC and ODJFS
- Acts as a caring adult role model by exemplifying in own actions the characteristics of Christian living
- Establishes a respectful, caring and supportive environment
- Establish positive and productive relationships with families
- Maintenance of required staff and student records.
- Recruit and lead staff
- Attends required staff meetings and school functions
- Responsible for all day-to-day operations of the preschool
- Maintain high educational and programming standards
- Build and support relationships with UALC Church and ministries.
- Oversee recruitment of students to build the program and ensure classes are full, working with UALC communication teams.
- Manage school budget
- Communicates and collaborates with preschool staff
- Maintains a clean, safe, functional and child-centered learning environment with developmentally appropriate materials
- Continues professional growth by attending workshops, seminars and/or in-service classes relevant to the preschool according to guidelines set by ODJFS
- Maintains confidentiality and professionalism regarding school matters
- Perform other duties as assigned.

Required day/hours: Part-time leading to Full-time as the program grows.

Pay/Benefits: Determined by Work Contract from the Finance Office

We at Upper Arlington Lutheran Christian Preschool and Kindergarten are committed "to be and to make disciples of Jesus Christ" by providing a Christ centered environment where children are nurtured spiritually, physically, socially, cognitively and emotionally in a developmentally appropriate environment.