



Preschool Director/Lead Teacher Wanted

Christ the King Lutheran Church in Altoona, Iowa, is seeking a Preschool Director/Lead Teacher for their Children of Christ Preschool.

The Preschool Director/Lead Teacher is responsible for all aspects of developing and operating an established morning Christ-centered preschool program for ages 3-5 years old. This includes teaching, marketing, outreach, and program development to grow the number of children and families introduced to the Word of God through the Preschool ministry.

This position is part-time and fulfilled over a 10-month period. The hours may fluctuate depending on the time of year, and work that needs to be completed outside of school hours. **The position will not exceed 28 hours per week.**

These services are to be performed according to the Word of God and the confessional standards of the Lutheran Church Missouri Synod. You also express the determination to maintain discipline in Christian love, work in harmony with the members and visitors of Christ the King Lutheran Church, the pastor, staff, and the Education Board, and to set a Christian example in all areas of your work at Christ the King Lutheran Church.

POSITION DUTIES, RESPONSIBILITIES and EXPECTATIONS: Specific duties, responsibilities and expectations include, but are not limited to:

Director Functions

1. Work with an assistant and other staff in the growth and operation of a Christian preschool, including day-to-day operation and routine special events.
2. Develop and implement a marketing/advertisement plan that creates interest in the preschool and fuels strong enrollment.
3. Work closely with church staff and board members to foster integration of church and preschool.
4. Recruit and train personnel as needed to staff preschool classroom and special events.
5. Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into the classroom, and monitored to ensure success.
6. Function as primary contact person for parents/guardians on enrollment, assimilation progress, and all other matters pertaining to the preschool.
7. Be responsible for developing a fun, educational, and appropriate curriculum for a Christian preschool.
8. Implement classroom management practices that ensure a safe, secure, and orderly preschool environment is always maintained.
9. Regularly monitor, evaluate, and develop preschool staff ensuring a 'continuous learning' culture is developed and fostered.
10. Works with the Board of Christian Education to develop efforts to expand the ministry of the preschool.
11. Works with the church to develop a financially responsible annual budget for the preschool.
12. Maintain compliance with State of Iowa regulations.
13. Use technology tools to perform outreach components.
14. Perform other duties as assigned.



Lead Teacher Functions

1. Teach students about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.
2. Display Christ-centeredness in daily work with students, parents, staff, and all who participate in the school's community.
3. Exhibit God's love in approach to teaching and dealing with staff, students, and families.
4. Plan and implement age-appropriate activities that meet the spiritual, social, cognitive, emotional, and physical needs of young children.
5. Support and encourage social, emotional, physical, and intellectual development through positive guidance and creative expression.
6. Develop daily lesson plans based on individual needs of the class.
7. Supervise the management of the classroom schedule.
8. Periodically assess and evaluate the growth and development of each student.
9. Maintain open, honest, respectful communication with parents.
10. Follow positive discipline policies.
11. Communicate with parents regarding exceptional behavior, accidents, illnesses, and discipline. Use technology tools to interact with parents.
12. Schedules preschool events such as parent orientation, parent-teacher conferences, and student programs. Attend all staff meetings, workshops, and school events whenever possible.
13. Plan for and request materials and supplies in a timely manner.
14. Supervise and /or prepare materials for each day's activities.

Education and Experience

The ideal candidate will have a minimum of three to five years' experience as a leader in a children's education setting.

The ideal candidate must have at least one of the following:

- Bachelor's degree in a child related field from an accredited college or university in early childhood education, child development, elementary education, or the human services field (preferred),
- Associate degree in child development or a child related field,
- Bachelor's or associate degree in a non-child related field,
- CDA or one-year diploma in Child Development from an accredited school.
- Iowa Department of Human Services (DHS) compliant. The candidate must achieve a total of 100 points through a combination of education, experience, and children development-related training as required by the Iowa DHS.

The successful individual will be a strong leader with a solid work ethic, possess a passion for introducing children and families to Jesus, and general administrative skills. A working knowledge of creative programming related to children's classes and special events in a real plus.



State Requirements

- Successful completion and passed of:
 - Iowa Records Check (Criminal, child abuse and sex offender registry)
 - National FBI fingerprint check
 - Mandatory Reporter training
 - Universal Precautions training
 - First Aid training
 - CPR for adult and child training
 - Essentials Preservice Series training
- Up to ten (10) hours of State of Iowa required and Board of Education approved training will be paid per year.

Salary & Benefits

- Part-time, hourly position at \$21/hour.
- Hours worked: 28 hours/week.
- Concordia Retirement Plan
- Concordia Disability and Survivor Plan
- PTO (paid time off) up to 16 hours per year.
- Paid holidays include Thanksgiving, Day After Thanksgiving, Christmas break-New Years, and Spring Break.

How to Apply: Qualified applicants, please send resume, cover letter, and 2 references to christthekingaltoona@gmail.com. **Open until filled.**