

## **Director, Christian Pre-School**

Dobbs Ferry Lutheran Church

43 Ashford Avenue Dobbs Ferry, NY 10522-1815

(914) 693-7731

This position is responsible for the daily activities, operations, and planning for the Christian Pre-School. The Director fosters a Christian atmosphere through both the supervision of the program delivered and all communication with staff, children, and families.

### **Core Responsibilities:**

- Oversee classroom curriculums following established guidelines maintaining a Christian focus
  - o Includes September – June program, and July summer program
- Supervise and evaluate staff which includes an office manager, teachers, and aides
- Coordinate with, and participate in, advisory boards/committees for pre-school operations; this includes the Church Council for overall operational decisions
- Creative thinking for special activities and events for both children and families
- Manage regular communications with families about school activities
- Maintain community communications and promotions about the school
- Oversee accurate and secure records of registration and enrollment, including payment and scholarship coordination
- Meet regularly with the church Pastor for operational updates, idea sharing, and regular performance check-in; bring forward any Pre-School family matters which need pastoral attention.
- Identify and create opportunities to nurture school and church relationships
- Stay current on standards and best practices across relevant organizations, such as Lutheran Schools Association (LSA), Evangelical Lutheran Educational Association (ELEA), and other early childhood associations

### **Educational Requirements:**

- Bachelor's Degree in Education, or higher
- 5+ years' experience in early childhood education

**To apply, please send a resume/CV and cover letter to: [dflutheran@gmail.com](mailto:dflutheran@gmail.com)**

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