**The Presbyterian Church of Jackson Hole**

**Position Description: Little Lambs Preschool Director**

**Salaried Non-Exempt Employee**

**47 weeks per calendar year**

**(Updated 3/6/2017)**

1. **Title: Little Lambs Preschool Director (LLD)**
2. **Summary and Purpose of the Position**

**This position exists to pass on the faith with the assistance of the Holy Spirit and the Christians at PCJH to develop disciples of Jesus Christ among the preschool children and their families that God draws to us. The LLD of CE Ministries is responsible for ensuring the smoothly functioning program and ministry of the Little Lambs Preschool within the Presbyterian Church of Jackson Hole, including its theology and practices.**

**The LLD is the primary, frontline staff, with whom these defined populations will interact, creating an environment that is inviting to all who pass through on a daily basis. This requires the ability to graciously handle unexpected or difficult situations with a positive attitude and to value the diversity of skills and unique gifts of each individual. A spirit of teamwork and servant leadership is essential.**

**The LLD will develop, implement and manage the Little Lambs program and ministry including administrative details required, and communication both within the organization, with families and with the State of Wyoming licensing departments.**

**The LLD will report to the Associate Pastor, and will collaborate with the Little Lambs staff, CE staff and key volunteers in Passing on the Faith.**

1. **Qualifications**

**A passion for the Gospel and strong teaching and relational skills (realizing that faith is primarily formed through personal, trusted relationships);**

**A love of God through Jesus Christ, demonstrating maturity in a faith journey;**

**Acknowledges the authority of scripture in their life;**

**Believes and supports the vision and mission of PCJH;**

**A minimum of a bachelors degree or comparable in education and program development and implementation; and meets State requirements for director; and one year preschool experience.**

 **Presents a positive impression through written, verbal and relational skills;**

 **Able to work well with others and be a team player;**

 **Demonstrates flexibility, organizational and management skills;**

**Knowledgeable in clerical, communication, and computer skills to include literacy in Microsoft Windows environment and data entry programs. Knowledgeable with Little Lambs billing system.**

 **Able to multi-task and manage administrative and teaching details;**

 **Able to maintain confidential information and discretion at all times;**

 **Exhibits attention to time schedules, details and quality.**

 **A clear background check and impeccable references.**

1. **Responsibilities**

**Program Development**

**Develop and implement an integrated, school year ministry for the spiritual and educational development of the preschool children and their families. Develop, research, and implement curriculum meeting Wyoming Early Childhood Readiness standards to promote high quality experiences for the spiritual, academic, and social development of the preschool child, working within National and State licensing standards. Work is performed with considerable independence, using established component plans and resource materials, as is within the procedures, regulations and vision of the program as set forth by the CE and pastoral staff. Implementation occurs in collaboration with teachers, assistants, pastoral and CE staff, and church programming.**

**Manage preschool, including; set-up, take-down, volunteer and staff, transportation, material preparation, attendance, room assignments, logistics, scheduling room use with buildings and grounds, and other duties assigned.**

**Recruit, oversee, train, evaluate, direct and recognize/appreciate teachers, assistants, substitutes and volunteers related to the Little Lambs Preschool ministry in cooperation with the CE staff.**

**Evaluate student educational, behavioral and developmental performance; document and work with teachers and families for issue resolution.**

**Manage preschool programs in collaboration with the PCJH staff; manage local and State requirements, including fire drills, and fire, health and facility inspections.**

**Assist with the preparation and oversight of the Little Lambs portion of PCJH’s annual budget in collaboration with the Associate Pastor.**

**Faithfully support PCJH worship on Sundays and the life of the church. When asked and available, lead “Time with Children” at the 10:15 a.m. service and occasionally assist in worship at either the 8:00 am or 10:15 am service.**

**Meet regularly with the Associate Pastor, PCJH, CE and Little Lambs staffs (this includes weekly staff meetings and a monthly one-on-one meeting with the Associate Pastor).**

**The LLD will teach full days on T/TH and will work on administrative tasks on M/W/F.**

**The 47 full-time working weeks of the LLD will consist of 4.5 weeks planning and preparation s for the up and coming academic year; 41 weeks during the academic year; and 1.5 weeks for closing up at the end of the academic year.**

**Continuously pursue professional, spiritual and personal growth opportunities.**

**Other duties as assigned or needed (including assisting a quarterly Parents Night Out).**

**Administrative Duties**

**Clerical and receptionist duties; Manage incoming Little Lambs phone calls, mail, office traffic, files.**

**Assist with developing, revising and maintaining the Little Lambs portion of CE manual and parent handbook that includes the vision as well as the volunteer position descriptions, policies, procedures, calendars, curricula.**

**Maintain data entry and billing systems and gather and enter data accurately;**

**Gather and maintain necessary paperwork for students, as well as State and church required documentation, including applications, background checks, drivers licenses, insurance for volunteers and staff.**

**Maintain employee training files; including monitoring and scheduling trainings needed; communicating with staff about all aspects of training, collecting all training evaluation forms and submitting to STARS, grant applications for trainings here applicable.**

**Manage registration, billing, collection and reporting for preschool program in collaboration with the CE Assistant and the Associate Pastor, as needed.**

**Manage purchase of supplies for preschool program within the annual budgetary requirements and gather and submit receipts for all payments as required by the established policies and practices of the Finance Team of PCJH.**

**Communication Responsibilities**

**Develop and distribute written and verbal communication for preschool program with families and staff in collaboration with Associate Pastor and the other PCJH staff.**

1. **Supervision**

**Under the direct supervision of the Associate Pastor**

1. **Accountability**

**The LLD agrees to abide by the personnel policies as adopted by church council.**

**As with all staff, the LLD is accountable to Jesus Christ, Head of the Church, and to the council of PCH through its Personnel Team.**

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**Employee Date**