

## **Trinity Evangelical Lutheran Church**

1330 Thirteenth Street

Moline, IL 61265

309-762-3624

### **POSITION DESCRIPTION**

**Position:**           **Blessed Beginnings Director/Teacher**

#### *Shared Expectations of all Trinity Staff:*

*All Employees of Trinity are expected to demonstrate open hearts, growing minds, and faithful spirits as they enthusiastically share their gifts and the gifts of others. Each employee is expected to embrace the spirit of Trinity's ministry with a supportive perspective and have a personal theology consistent with our Christian heritage and traditions. These expectations will be demonstrated through maintaining strict confidentiality and discretion while relating with others in a courteous, respectful, and compassionate manner in a positive team environment.*

#### **Position Overview:**

Blessed Beginnings Preschool is an outreach ministry of Trinity Evangelical Lutheran Church. As part of the Blessed Beginnings Preschool Team, the Director is responsible for the general supervision and management of a class of 14 to 16 children between the ages of three and five. The Director must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and adults, and be willing to fulfill the responsibilities in accordance with the expectations of the Preschool.

**Reports to:**           Preschool Director  
**Supervises:**        Preschool Teacher, Classroom Aide  
**FLSA status:**       Exempt

#### **Principal Responsibilities:**

1. Carrying out the adopted recruitment and enrollment policies
2. Assisting with or conducting interviews of prospective staff members and making recommendations to the preschool board
3. Together with the teachers, plan a curriculum that is age-appropriate, Christ-centered, and meets the stated purpose of the early childhood program.
4. Planning and implementing a safety program and planning and conducting disaster and fire drills.
5. Planning and implementing a program for the spiritual and professional growth of the staff.
6. Provide an environment in which children can feel comfortable, relaxed, happy, and involved in play, recreation and other activities.
7. Be sensitive to the children's diverse socioeconomic, cultural, ethnic, and religious backgrounds, as well as their individual needs and capabilities.
8. Supervising classroom schedules and the yearly calendar.
9. Being responsible for the day to day operation of the program.
10. Contacting agencies and making referrals to help children of special needs.
11. Maintaining an active system of parent-school relationships.

12. Providing an informational avenue of congregational services and activities available to non-member families and making available early childhood program and information for congregation members.
13. Supervising classroom, building and equipment maintenance.
14. Representing the preschool in congregational activities
15. Promoting the preschool in the congregation and community.
16. Keeping attendance and tuition records
17. Assisting with the preparation of an annual budget and operating within that budget.
18. Providing information to the board on the ongoing progress of the program and staff
19. Evaluating the staff and program annually.
20. Planning for equipping age-appropriate indoor and outdoor areas.

**Position Qualifications:**

1. Bachelor's degree required, preferably in early childhood education or elementary education.
2. Experience in early childhood education preferred.
3. Knowledge of the Christian teachings of the Evangelical Lutheran Church in America (ELCA).
4. The individual must be sensitive and mature and treat children and adults with dignity and respect.
5. The individual should practice good listening skills, be available and responsive to children, and utilize positive discipline as outlined in the preschool handbook.
6. Be able to relate well to both children and adults.
7. Must pass a criminal background check.

**Working Conditions and Physical Demands:**

Typical office environment with occasional lifting of over 25 pounds required. Corrected vision and hearing in normal range required for relating to children, parents, visitors, and guests. Requires manual/finger dexterity and eye-hand coordination. Requires the ability to deal with stressful situations and children.