

## To Apply: Submit a cover letter and resume to preschool @sov-id.org

### *Shepherd of the Valley Lutheran Preschool*

3100 South Five Mile Road \* Boise, Idaho 83709

*God's purpose for Shepherd of the Valley is to receive, embody, and proclaim God's living Word with all.*

#### **MISSION STATEMENT**

Shepherd of the Valley Lutheran Preschool is a Christ-centered preschool that provides a loving environment, which gives the children the opportunity to learn and grow emotionally, intellectually, physically, socially, and spiritually. The Preschool adheres to the belief that children learn through hands-on experiences and emphasizes how God created each person to be unique and special.

**Position:** Salaried at 18 hours per week minimum, for 40 weeks (excludes Thanksgiving Break, Winter Break, and Spring Break) plus an additional 45 total hours during the Summer Break

**Reports to:** Lead Pastor and Church Council—Oversee Staffing  
Preschool Ministry Board—Program Oversight

**Supported by:** The Preschool Ministry Board, the management assistant, the pastoral staff, the church office and custodial staff, the church council, and the church congregation

#### **General Description**

As educational leader, the Director carries out the mission of the congregation and is responsible for the Preschool's administration. The Director will be responsible for overseeing and maintaining a caring Christian climate where students learn that God loves them and that they are very special to God. The Director helps to establish the setting and support for the Teachers and Assisting Teachers, implementing developmentally-appropriate learning activities through structured and organized play.

#### **Major Duties and Responsibilities**

1. Maintain effective communications with staff, the Preschool Ministry Board, and the Lead Pastor.
2. Serve as the Preschool's liaison for student recruitment and registration.
3. Coordinate tuition collection with financial management assistant.
4. Direct the hiring of staff and coordinate their teaching assignments.
5. Perform program and staff evaluations at the appropriate intervals.
6. Comply with governmental and insurance regulations.
7. Facilitate staff development and the fall parent orientation.
8. Assure adequate school supplies, including classroom snacks and determine capital purchases.
9. Maintain Preschool social media sites.
10. Plan and implement fundraisers.
11. Work with the Preschool Ministry Board to prepare the annual budget to present to the Church Council.

#### **Desired Qualifications**

1. Be an example of spiritual leadership and a worshipping member of a Christian church whose basic teachings are consistent with the beliefs of the Lutheran Church.
2. Possess an early childhood or elementary education background (degree program preferred) and have recent teaching experience with young children.
3. Be innovative, flexible, and able to demonstrate administrative ability and organizational skills.
4. Exhibit a fair, honest, sympathetic, and consistent manner in dealing with children and adults.
5. Be able to skillfully communicate in both oral and written form with staff, parents, and a variety of constituent groups.

#### **Terms of Employment**

A Letter of Appointment will be awarded on an annual basis. The salary, reviewed annually, will be based upon a salary schedule with consideration being given to the individual's education and years of experience.

#### **Salary Range**

\$16,000 to \$18,000 with possibility of additional pay for classroom teaching or additional financial duties