

# JOB

# DESCRIPTION



28986 SE Haley Rd Boring, OR  
97009

P: 503-663-5050

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<b>POSITION TITLE:</b>	Preschool Director
<b>DEPARTMENT:</b>	Good Shepherd School
<b>SUPERVISOR:</b>	Principal, Debbie Booth
<b>TIME COMMITMENT:</b>	13.5 hrs/week, 38 weeks (513 hrs/yr) for School Year 2021/22
<b>CLASSIFICATION:</b>	Non-Exempt/PT Support Staff (3N)

## POSITION PROFILE:

This position at Good Shepherd School serves as the educational leader responsible for managing the policies, regulations and procedures to ensure that all preschool students are supervised in a safe, nurturing Christian environment.

Academic excellence requires that the Preschool Director work collaboratively to direct and nurture all members of the preschool staff and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, budget management, emergency procedures and facility management. The Preschool Director directs the growth and vision of the preschool in unison with Good Shepherd School.

## SKILL SET:

- Organization
- Strong communication
- Good people skills
- Management (people, time, materials, facility, among other things)

## EXPERIENCE QUALIFICATIONS:

- Management
- Education background
- Early Learning background

## DUTIES & RESPONSIBILITIES:

- Establish and promote high standards of academics for all preschool students and preschool staff.
- Maintain positive, cooperative and mutually supportive relationships with staff, parents and church.
- Nurture both students and teachers to achieve their greatest potential academically, instructionally and spiritually.
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the preschool consistent with the philosophy, mission, values and goals of Good Shepherd Church and School.
- Supervise the instructional programs of the preschool, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Conduct meetings, as necessary, for the proper functioning of the preschool.
- Establish and supervise the preschool teacher assistant schedule with the help of the preschool teachers.

**SPIRITUAL RESPONSIBILITIES:**

- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision, and value of Good Shepherd Community Church.
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders.

**ADDITIONAL NOTES:**

- Complete Safe Kids Training, which will include a criminal background check, as part of hiring process.

**DISCLAIMERS:**

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED   APPROVED BY:	<b>Debbie Booth</b>	DATE:	<b>12/12/2020</b>
REVIEWED BY:	<b>Tanya Atkins</b>	DATE:	<b>03/01/2021</b>