

## **Position: Director, Christian Educator**

**Purpose:** To serve the church by developing, coordinating, and administering an effective Early Childhood ministry to the church by providing leadership to and supervision of staff members and other involved in this ministry.

### **Primary Duties and Responsibilities:**

1. Be DCFS qualified.
2. Willing to obtain or have food service sanitization license.
3. Be responsible for planning, supervising, and teaching religious education and age appropriate curriculum.
4. Be responsible for implementing program philosophies, principles, and goals.
5. Be responsible for observations and evaluations of personnel.
6. Report to the Education Board and Preschool PTO at the beginning of each month.
7. Be responsible for enrollment and parent interviews.
8. Be responsible for some secretarial and financial record-keeping.
9. Supervise, organize, and maintain and set up a clean and safe learning environment in the classrooms.
10. Provide a Christian environment where God's love is shared with children, personnel, and parents.