



Position Title: Director, Saint Luke's Little Saints Preschool & Kindergarten

Saint Luke's Presbyterian Church is in the heart of Dunwoody, GA, a suburb of Atlanta, dedicated to loving God, each other, and neighbors near and far. As a vital part of that mission, the Saint Luke's Little Saints Preschool & Kindergarten Program is dedicated to nurturing the whole child through age and developmentally appropriate experiences and activities. In serving the congregation and the community, we seek to provide a Christian atmosphere of loving acceptance wherein each child can grow socially, spiritually, emotionally, physically, and intellectually. We believe each child is a child of God and, therefore, has a right to develop to his or her fullest potential. A positive self-image is a firm foundation for a happy and successful child, and our primary goal is to develop this in each child.

The Director of the Saint Luke's Little Saints Preschool and Kindergarten leads the church's day school for children age 1 through kindergarten. The Director works with the church's ministry staff and the Faith Formation Committee to fulfill the school's mission.

The Director assumes the following responsibilities:

- Work with church ministry staff and the Faith Formation Committee to fulfill the mission of SLLS, maintain its policies and procedures, and revise as necessary
- Ensure that the goals, objectives, policies and procedures of SLLS are implemented
- Ensure a smooth, safe, and responsible operation of SLLS in accordance with local, state, and federal laws
- Coordinate and direct SLLS operations consistent with the mission statement, policies, and budget
- Maintain high standards for teachers, curriculum, and all school related responsibilities

The Director should have the following qualifications:

- A college degree from an accredited institution
- Experience in early childhood development
- Experience managing teaching staff and/or volunteers
- Experience and/or skill in organizational leadership and communication
- Experience and/or skill interfacing with parents, teachers, and church members
- Understanding of the responsibilities safeguarding children, able to use good judgment in emergencies

Job requirements and preferences include excellence in:

- Interpersonal skills
- Organization skills, detail-oriented and efficient
- Communication skills
- Computer skills or the ability to learn them, including word processing and desktop publishing
- Social media skills or the ability to learn them, including Facebook and Instagram
- Understanding of budgeting, bookkeeping and reporting
- Ability to work collaboratively with diverse teams of people

Expectations and Compensation

- Full-time, inclusive of school hours from 8:30 to 1:30 Monday - Friday.
- The Director is a member of the Saint Luke's Staff and will be required to attend weekly church staff meetings and annual retreat, as well as monthly church Faith Formation Committee meetings.
- 4 weeks of vacation taken from June – July, plus 10 PTO / sick days
- Salary \$50k-\$55k, depending on work experience, plus benefits