



## Preschool Director Vacancy

### Description:

Redeemer Lutheran Church - Manitowoc is looking for a Part-Time Preschool Director starting in the 2024-25 school year with the possibility to shadow the director during the current school year as available. We operate Monday - Friday, with the exact days and hours for this position to be determined.

We are licensed through the Department of Children and Families (DCF) and offer small class sizes with two teachers for each class. By God's grace, our students have their faith in Jesus nourished through our curriculum which is guided by Wisconsin Model Early Learning Standards.

### Responsibilities:

1. Oversee preschool budget (including holding fundraisers and applying for grants).
2. Set preschool calendar.
3. Manage required reporting for grants received.
4. Responsible - in conjunction with Redeemer Lutheran Church Executive Board - for advertising and striving for full class enrollment.
5. Facilitate classroom tours.
6. Build and maintain strong relationships with students, parents/guardians, colleagues, administrators, Pastor and Executive Board (including writing newsletters, attending meetings and communicating as needed).
7. Attend activities that are church and school related: all staff are expected to support preschool related fundraisers and at least two (2) staff members are expected to attend activities that are associated with the church and preschool.
8. Facilitate staff meetings.
9. Organize continuing education opportunities for staff.
10. Ensure facility & curriculum meet DCF regulations.

### Qualifications

1. Must be at least 21 years of age.
2. High School Diploma or equivalent.
3. Meet state requirements for Center Director per DCF Wisconsin Administrative Code.
4. Previous experience as teacher or assistant teacher in group child care center preferred.

### How to Apply:

Please send your resume and cover letter to [office@redeermanty.com](mailto:office@redeermanty.com).

### Who We Are:

Redeemer Lutheran Preschool is a non-profit Christian preschool that has been educating children in Manitowoc County for over 30 years! Our mission is to equip our students in Christian living and spread the Gospel throughout the community.