

Living Savior Preschool Director
Living Savior Preschool
5500 Ox Road
Fairfax Station, VA 22039

Living Savior Preschool

We are located in Fairfax Station, Virginia on Route 123 south of Braddock Road and George Mason University. Our doors opened in 1990. Living Savior Preschool was recognized by the Northern Virginia Magazine as a 2017 Top Preschool in Northern Virginia. We are accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children (NAEYC) a highly prestigious recognition and a mark of quality in early childhood education. We are committed to providing our community an exceptional, developmentally appropriate, learning through discovery preschool program for children 2 1/2 through 5 years of age.

Job Description

- **Job title:** Preschool Director
- **Purpose of the position:** Leading a team of highly qualified teachers (less than 10 part time employees) to provide children (30-50) a developmentally age appropriate program where each individual child can grow and develop the cognitive, language, physical, spiritual and social-emotional skills through play and discovery.
- **Required qualifications**
 1. Four-year degree in Early Childhood, Elementary Education, Special Education or a related field.
 2. Multiple years' experience teaching young children.
 3. CPR and First Aid Certified
 4. MAT certified for emergency medications.
 5. Willingness to support curriculum aligned with LCMS beliefs
- **Preferred qualifications**
 1. Experience with administration of preschool or similar assignment
 2. NAEYC certification or ability to complete NAEYC certification
- **The salary and benefits**
 - Part time – 30 hours/week
 - Salary is dependent on experience

The following is a high-level list of responsibilities. A more detailed list will be provided to candidates to be interviewed.

General Responsibilities: Maintains compliance with State and other regulatory requirements including all health, safety, accreditation and licensing requirements. Maintain records, administer policies, develop goals, plan calendar. Receives guidance and/or direction from the Board as needed.

Fiscal Responsibilities: Assists in the annual preparation of the school budget, providing input to the Board as required. Operates the preschool within the requirements of the approved budget. Manages collection of enrollment fees, tuition and other income.

Space and Equipment Responsibilities: Plans and implements the indoor and outdoor classroom and play areas. Works with property board as needed regarding custodial care, maintenance and repairs of the facility.

Health and Safety Responsibilities: Keeps health history records, physician's reports and immunization records for children and staff in accordance with requirements. Maintains a referral system of recognized agencies able to assist children with special needs.

Children's Program Responsibilities: Has oversight for all curriculums within the preschool. Reviews teachers' evaluations of students in relation to their progress, abilities and special needs.

Community Relationships: Attends and participates in professional conferences, lectures and other Educational events. Provides outreach to the local community to let them know the preschools' role in the local area.

Supervisory Responsibilities: Recruits qualified teachers and staff members for employment. Conducts regularly scheduled staff meetings, implements in service training programs. Maintains staff personnel files as required by law. Conducts annual review of staff and teachers' performance. Oversees payroll function to ensure compliance with regulatory requirements, and to ensure appropriate compensation to individual employees. Works to resolve problems or issues.

Enrollment: Conducts registration annually, and on an as needed basis. Ensures compliance with established procedures to provide for fairness and equal opportunity for all registrants. Actively recruits students to fill vacancies to ensure capacity meets budget requirements.

Responsibilities to Parents: Produces and updates as necessary the Student Handbook, consults the board on significant changes in policy, administers a parent orientation of preschool policies and procedures.

How to apply

- For more information about the preschool see our website <https://www.livingsaviorpreschoolfairfaxstation.org/>
- **To apply please send a cover letter (must include three references with phone number and email contact information) and resume to the Living Savior Lutheran Church office, either in hard copy or email no later than July 31st.**
 - Living Savior Preschool
5500 Ox Road
Fairfax Station, VA 22039
C/O Preschool Search Committee
 - Or email LSPSDirectorPosition@gmail.com with a subject line to include “Preschool Director Application”
- Selected candidate will be required to pass a background check.
- Living Savior Preschool is equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, national origin, veteran or disability status.
- This posting is subject to change.