

# St. John's Lutheran Church

## Job description

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Job Title: <b>Preschool Director (&amp; Administrator)</b>	Job Status: part time salaried	FLSA Status: nonexempt
Prepared By: Laura Rickinger/Tom Potratz	Date: February 2026	
Approved By: Pastor Karen Natterstad	Approved Date: February 25, 2026	

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**General Purpose of the Job:** *A description of the job's primary purpose to the Preschool.*

The Preschool program is a valued ministry at St. John's Lutheran Church rooted in the mission of our congregation to foster learning in a nurturing environment in which our young children are loved, respected and valued.

As stated in Wisconsin Administrative Code DCF 251.05(3)(e)2: **The Preschool Director shall be responsible for the supervision of the planning and implementation of the center's program for children, the supervision of staff at the center, staff meetings and orientation, and continuing education for staff.**

As stated in Wisconsin Administrative Code DCF 251.05(3)(d)1: **The Preschool Administrator shall be responsible for the center's management, including personnel, finance, physical plant, and the day-to-day operation of the center.**

Works with and reports to the Preschool Board, (headed by Senior Pastor) within St. John's Children's, Youth and Family Ministry (CYF) to nurture, maintain and grow the Preschool as a ministry of St. John's.

As determined by St. John's Preschool Board: **thirty total hours per week are devoted to these responsibilities.**

**Essential Duties:** *A description of the duties and responsibilities that are critical to the successful performance of the job and the approximant percentage of time required. This list of duties and responsibilities is not intended to be all-inclusive.*      **% of time**

- 1. Responsible for administrative aspects** of Preschool including but not limited to financial files, annual budgets, student files, staff files. In conjunction with the Preschool Board, and Preschool Treasurer, establishes and responsibly executes an annual budget, provides reports for and attends St. John's Lutheran Church's Congregational meeting. Establishes tuition rates, registration and event fees in conjunction with the Preschool Board. Responsible for all receivables; semester and/or monthly tuition, invoices and payments, student fees and gifts/donations. Receives and records all monies within the established bookkeeping system. Responsible for all payables; payroll, St. John's Lutheran Church-related charges, Preschool-related charges, classroom supplies. Maintains a balanced budget. Works in conjunction with Treasurer for monthly reports by ensuring the bookkeeping system/files are in order. Cooperates with and participates in an annual financial review. Maintains accurate and secure computer files with back-up systems and secure paper files. Participates in weekly St. John's staff meetings.  

28%
- 2. Responsible for meeting licensing rules** for a DCF 251 Group Child Care Center including but not limited to sections on the organization and administration, physical building and classrooms, and personnel. Responsible for application and renewal of licensing, Fire Safety and Emergency Response compliance and documentation, annual county Immunization Assessment, Staff Continuing Education records and accurate and compliant personnel file maintenance. Responsible for annual State of Wisconsin monitoring visits and all compliance correction plans and related paperwork.  

5 %

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3. **Maintains state-compliant files;** accurate, confidential and secure children's files containing medical and contact forms, current contact information, tuition/fee agreements and invoices, twice-yearly progress reports, any and all communication relating to child, their attendance and/or preschool performance. Maintains accurate and up-to-date personnel files for staff. Maintains accurate daily attendance forms. Maintains medical logbook including injury and medication records.

5%
4. **Monitors the preschool facilities,** including the Outdoor Learning Center, to ensure the safety, security and cleanliness for the students and staff. Ensures that staff is trained in safety and security procedures and equipment. Building needs and SJLC procedure followed and reported to the Building Supervisor or Office Coordinator as appropriate.

5 %
5. **Supervises, recruits, hires or dismisses Preschool staff.** Reinforces positive performance and coaches and counsels staff as needed. Helps each staff member develop as much of his/her professional capacities as possible including but not limited to current curriculum, new curriculum and classroom management skills and techniques. Evaluates teachers annually. Partners with the Preschool Board to assess the Human Resource Committee's recommendations for annual pay increases and determine final salary changes for Preschool Staff. Conducts regular staff meetings. Completes all paperwork and procedures associated with a new hire.

15%
6. **Markets the preschool to current and prospective families.** Develops cost-effective marketing plans. Maintains and updates the Preschool website and weekly Facebook postings, places paid advertisement/placement in Facebook Preschool Directory, outdoor signage, two Little Libraries, SJLC worship screens and SJLC Happenings. Communicates with prospective families on a timely basis by phone or email. Arranges and conducts school tours.

8 %
7. **Plans and facilitates extracurricular all-school activities** during the school year including but not limited to; August Orientation, Christmas Program, Family Night. Plans and facilitates out-of-building class field trips.

4%
8. **Plans and facilitates communication** with parents regarding registration, enrollment, events, parent/teacher meetings, questions and concerns. Communication by in-person, phone, email, hand-outs, postal mailings in conjunction with teachers, Preschool administration, Preschool Board and/or St. John's Lutheran Church.

4%
9. **Maintains summer office hours** to close out previous school year paperwork and files and begin upcoming year paperwork and files. Be available to prospective families for inquiries and tours. Works with CYF in the planning for the Preschool Vacation Bible School week, determining and/or writing curriculum, gathering supplies, setting up room, supervising and teaching.

10%
10. **Acts as liaison** between the preschool families, preschool staff, preschool board and St. John's Lutheran church. Will maintain a schedule of prompt response to any and all parties.

2%

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11. **Communicates regularly** with the Preschool Board regarding accomplishment of goals, staff performance, budget and financial status and questions or concerns. Attends and participates in Preschool Board meetings.

2%

**Total percent of time spent on Essential Duties:**

**88%**

**Marginal / Non-Essential Duties:** *List other duties that are performed by this position, but that are not primary functions of the job.*

1. **Fill in for Teachers who are absent**, provide teaching assistance in the classroom by task or situation, either scheduled or as needed.
2. **Shops for, prepares, wash dishes for the daily Healthy Snack in each class.** Healthy snack served each day is posted for families by 9am. Healthy Snack accounts for any food allergies or food restrictions in each class.
3. **Works in cooperation and as a member of the CYF Ministry** teams and Pastor(s) for in reach and out-reach opportunities with other St. John's ministries. Attends and participates in CYF quarterly meetings.

2%

5%

5%

**Total percent of time spent on Marginal / Non-Essential Duties:**

**12%**

**Working Relationships:** *This indicates the supervision of the Preschool Director.*

The Preschool Director reports the St. John's Lutheran Church Preschool Board, which is headed by the Senior Pastor. Recognized as a ministry leader of, participates in events/activities as required by St. John's Lutheran Church. The Preschool Director supervises three preschool teachers and one music enrichment staff.

### Job Title: Preschool Director (& Administrator)

**Skill and Knowledge Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty at a fully satisfactory level.*

- Skills needed to grow enrollment, the life blood of the Preschool. The ability to attract potential preschool families and ensure the enrollment of their children. Includes core competencies focused on building trust, creativity, clear communication, persuasiveness, active listening and relationship management.
- Must be licensed by the State of Wisconsin as Administrator & Director of a DCF 251 Group Child Care Center.
- Must have state-required training and certification with annual continuing education hours.
- Must have strong administrative, budgeting, and financial management skills.
- Must have effective communication, interpersonal, and teamwork skills to interact effectively with supervision, staff, preschool parents, children, visitors, and prospective enrollees.
- Maintain a positive professional attitude at all times.
- Consider and provide for the needs of the individual child in relationship to his/her cultural and socioeconomic background, emotional or physical handicap and individual style and pace of learning.
- Respect the dignity as basic rights of each child.
- Requires skills in use of a computer including use of email, Microsoft programs (Word, Excel), and the internet.

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- Must have an active Christian Church affiliation. Should see this position as a call to the ministry of preschool age children and their families.
- Must be familiar with safety and emergency procedures in and out of the school building.
- Must pass drug screen and criminal record check.

**Physical Demands:** *To perform this job successfully, an individual must be able to perform physical demands at a fully satisfactory level.*

Work is performed in office and classrooms which are part of a large church building. The environment will occasionally be noisy. The job involves frequent verbal communication with children, family members, staff members, church members and supervisors. Along with office tasks, including computer work, all staff may be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. All staff may come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff, and themselves. The job requires frequent standing, stooping, bending, lifting up to 50 pounds and walking.

**Mental Demands:** *To perform this job successfully, an individual must be aware of the mental demands in order to perform at a fully satisfactory level.*

The duties of the Preschool Director require independent and strategic thinking. Recruitment of new Preschool families and students demands creativity, persuasiveness and relationship building. Typical duties involve handling multiple priorities (employee management, building management, scheduling, account management). Some duties require precision and adherence to strict time deadlines. Reading and analysis of financial reports and educational records is required. Certain duties are highly stressful such as dealing with staff conflicts, and complaints.

**This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.**