



Position Description for

## **North Heights Christian Preschool and Childcare Director Roseville**

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

**Title:** North Heights Christian Preschool and Childcare Director – Roseville

**Reports to:** Senior Director Finance and Administration

**Employment Status:** Fulltime, Exempt

### **Summary of Position:**

The North Heights Director oversees all personnel, staff, and affairs of the preschool and childcare center.

### **Minimum Qualifications:**

- Meet the qualifications required by the State of Minnesota
- Sensitive and responsive to the spiritual and human needs of children, their parents, and staff
- Ability to communicate with children, parents, and staff
- Maturity in the Lord, committed and responsible Christian lifestyle and work ethic
- Ability to work under authority and as a team with entire staff for the benefit of the children and the center

### **Duties/Areas of Responsibility:**

- Hiring, training, supervising
- Recruiting, admitting, orienting children and parents
- Forming and administering policies of program (including curriculum and schedules) and keeping records

**Duties/Areas of Responsibility continued:**

- Conducting staff meetings, planning continuing education, safety training, and communicating with staff
- Maintain an environment that reflects the love of Jesus to every child
- Establish opportunities for children to grow academically, socially, and spiritually
- Promote a safe physical and social environment for preschoolers
- Build positive relationships with children, parents, and staff
- Schedule substitute teachers as necessary
- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

**Knowledge, Skills & Abilities Required:**

- **Required:**
  - Belief that Jesus is the one and only Son of God and the only name that can save a human being.
  - Be filled with the Holy Spirit and demonstrate the use of spiritual gifts;
  - A good grasp of the Bible and a belief that the Bible is the inspired Word of God.
  - Excellent interpersonal and communication skills; approachable
  - Ability to multi-task effectively
  - Organized record-keeping and other work habits
  - Ability to train and mentor others
  - Working knowledge of Microsoft office
  - Ability to work with ethnic diversity
- **Optional, but desirable:**
  - 4 Year degree in early childhood education
  - Experience as a preschool teacher
  - Experience in sharing heart and guidance issues with parents of young children

**Outcomes Required:**

- Sustain a positive image of a high quality, Christian based Preschool and Childcare education program while consistently meeting enrollment expectations.
- Assist in annual budget preparation and administer then as approved