

**St. Paul Lutheran Church**  
**EXECUTIVE DIRECTOR OF THE ST. PAUL EARLY CHILDHOOD CENTER**  
**Job Description**

**Job Title:** Executive Director of the St. Paul Early Childhood Center

**General Summary of Position**

The Director will possess a mature Christian Faith and should be grounded in an understanding and appreciation of Lutheran theology. Where a project/inquiry-based learning educational program for students including resources such as a STEM room, large motor room, library, and art studio is offered.

The Director is responsible for the daily management, supervision, programs and operation of the St. Paul Early Childhood Center. The Director will consult with the Board of Education to develop and carry out the mission/vision of school. The position requires a high level of organization and the ability to effectively manage multiple tasks. The Director must have excellent interpersonal skills, well-developed leadership skills, strong verbal and written communication skills, and must be able to maintain confidentiality.

**Executive Director Duties and Responsibilities**

1. Service and Communications (Common to all employees)
  - a. Exhibit a service mentality toward all customers.
  - b. Ensure that all communication with customers is effective, professional, accurate and timely.
  - c. Improve work performance and that of others by being receptive to and appropriately sharing information.
  - d. Interface with the Northern Illinois District (NID) and the Lutheran Church – Missouri Synod (LCMS). Attend appropriate NID workshops and conferences.
2. St. Paul Early Childhood Center Operations
  - a. Guide the school's contribution to each child's spiritual, physical, intellectual, emotional and social development.
  - b. Maintain accreditation and Illinois state recognition's standards and prepare for visitation and records review.
  - c. Provide leadership in accreditation procedures for National Association for the Education of Young Children (NAEYC), National Lutheran School Accreditation (NLSA), and Illinois State Board of Education (ISBE) recognition.
  - d. Provide leadership for staff meetings.
  - e. Coordinate teaching schedules and arrange for substitute teachers as needed.
  - f. Coordinate formal communication to parents, community and other publics (newsletters, announcements, brochures, handbooks, application materials, calendar, etc.)
  - g. Establish and maintain appropriate support of and contact with parents
  - h. Interface with Concordia University for curriculum development and professional growth opportunities for self and staff.
  - i. In coordination with the board, develop the school calendar.
  - j. Be responsible for oversight of the Before and After School Care program.
  - k. Prepare and maintain an approved list of substitute teachers. Before and After School Care personnel and secure substitutes and additional staff as needed.
  - l. Be responsible for oversight of the W.I.L.D.K.A.T.S. summer program.
  - m. In coordination with the pastor, provide the framework and oversight of the weekly chapel program.

3. Supervision
  - a. Foster the professional development, performance and leadership of the Early Childhood Center's staff.
  - b. Supervise staff by means of classroom observations and semi-annual evaluations.
  - c. Develop, supervise and/or participate in activities leading to professional growth (staff devotions, in-service education, and membership in professional organizations, conference and graduate work).
  - d. Supervise implementation of curriculum by all teachers and by students who serve as teachers in training.
  - e. Participate in staffing procedures and provide orientation for new staff members.
  - f. Maintain appropriate personnel records for staff.
  
4. Budgeting/Fundraising
  - a. Prepare and submit a recommended budget and tuition schedule to the Board of Education.
  - b. Identify and develop relationships with potential partner organizations.
  - c. Identify and develop relationships with potential private and corporate funding sources.
  - d. Supervise the ordering of supplies, materials, and equipment for the school.
  
5. Responsibilities to the Board of Education and Church
  - a. Carry out board policies and directives; assist the board in the development of new policies.
  - b. Supervise and/or attend meetings as needed.
  - c. Be responsible for orderliness and organization of the school.
  - d. Advertise personnel needs, process employment applications, assist in interviewing prospective staff, and make recommendations to the board for hiring and termination.
  - e. Serve as liaison between the Early Childhood Center and the church.
  
6. Be responsible for carrying out/supervising all marketing activities.
  - a. Be responsible for building/maintaining school website.
  - b. Be responsible for maintaining online social media.
  - c. Be responsible for setting up and conducting participation in local Pre-School fairs
  - d. Work to develop relationships with the community, especially with local churches, government officials, community groups, and businesses.
  - e. Be responsible for setting and hosting Open House events and tours/information sessions.
  - f. Develop public relations materials (brochures, door hangers, etc.) for advertising the school.
  - g. Be responsible for content and delivery of announcements made on the church electronic sign and on other electronic signs utilized for advertising in the community.

**Education Requirements**

- Master's Degree in Early Childhood or Elementary Education
- A minimum of five years of early childhood or elementary education experience preferred.
- Illinois Teaching Certificate

**Skill Sets**

- Knowledge of Microsoft Word, Excel, PowerPoint, and Publisher
- Computer literacy
- Ability to communicate well with all segments of the early childhood professions
- Excellent written and oral skills
- Attention to detail
- Ability to organize tasks
- Ability to supervise the work of others
- Administrative skills
- Ability to work with and cooperate with supervisory staff at all levels
- Ability to review, understand and apply concepts presented at conferences and /or professional literature
- Knowledge of the Church's mission and vision, the school's goals and how the ECC supports the academic programs

**The most significant duties have been included in this description. This does not preclude the assignment of occasional additional or developmental duties.**

**Overview of St. Paul Lutheran Church and School**

St. Paul Lutheran Church and School was founded in 1903 and has served the local community continuously for 115 years. It is located at 5650 N. Canfield in Unincorporated Norwood Park. The elementary school has most recently been offering preK-3 through eighth grade education. However, it transitioned into the St. Paul Early Childhood Center and provides for PreK-3 through second grade education beginning with the 2018-2019 school year.

**Salary:** \$45,000 - \$55,000 plus benefits (contracted position).

**Send:** Cover letter, resume and three (3) letters of recommendation to:

Richard Raap, Selection Committee, [rw.raap@gmail.com](mailto:rw.raap@gmail.com) Any questions, please call **773-401-7350**.