**Program Director – Adam Lamb Preschool (ALP)**

**December 2023**

The Program Director (PD) plans, organizes and manages the preschool programs/classes, staffing, student activities/events and promotes positive public relations to the students, parents, the Church and the community. The PD consults with the ALP Committee and reports to the DPC Director of Discipleship and Family Ministry.

**Responsibilities and Duties**

* Develop/implement curriculum
* Set annual calendar
* Determine/maintain staffing and financial requirements (budget, fees, tuition, expenses, discounts, etc.)
* Organize and schedule classes/activities/events (staff assignments, age groups, etc.)
* Supervise/evaluate staff
* Conduct tours for prospective parents
* Promote friendly relations among all involved in the preschool
* Organize student registration (currently in January)
* Provide spiritual guidance for staff (e.g. devotions and prayer)
* Maintain records/information required by the state
* Guide parents to appropriate state services when needed
* Provide ALP website and Facebook page content (also ALP on DPC website)
* Publish monthly newsletters for the ALP programs (1st Year, Pre-K and Jr-K)
* Attend DPC staff and ALP Committee meetings as required
* Schedule personal and staff professional development (8 hrs/yr minimum)
* Keep all student and family matters confidential
* Perform other ALP Committee, DPC Director of Discipleship and Family Ministry and/or DPC Session assignments

**Qualifications**

* Belief in Jesus Christ as personal Lord and Savior and affirmation of the Holy Bible as God’s Word
* Accredited four-year college degree (Early Childhood or Elementary Education preferred)
* Minimum seven years experience working in early childhood (prior to 3rd grade) preferred
* Training and/or experience in management, public relations and/or book/record keeping is preferred

**Details**

* Full time exempt position
* Two weeks/year paid vacation