

St. John's Lutheran Church

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Position Description – Creation Kids Preschool Administrator

Position Description: The Creation Kids Preschool Administrator will work to create an atmosphere of trust and appreciation by providing help, support, and encouragement to the Creation Kids Preschool staff and parents of students.

Classification: Non-Exempt

Status: Part Time

Work Schedule: # of hours per week/month will vary. See Varying Hours on next page for mandatory hours.

Reports to: Creation Kids Preschool Board

Team: Creation Kids Preschool

Knowledge, Skills, and Abilities

- Demonstrated ability to work with children and their families
- Possess an ongoing, authentic personal relationship with Jesus
- Communication skills; written, verbal and interpersonal
- Ability to perform basic administrative tasks, detailed orientated with the ability to multitask
- Problem solving and conflict resolution techniques
- Operate in a team environment

Overview of Job Duties¹

- Collaborate with the CKP staff and board in planning and implementing yearly programming by
 - Attending monthly board meetings
 - Communicating programming information to the St. John's office & ministry staff; this includes attending weekly staff meetings
 - Prepare for and assist with annual registration paperwork
 - Plan for staff development opportunities
 - Schedule annual curriculum reviews and updates
 - Participate in staff evaluation process, as provided in the Document of Understand
- Act as licensing coordinator in cooperation with the MN Department of Human Services by
 - Filing background checks with MN DHS
 - Maintaining master copy of personnel files, including background checks
 - Maintaining policy books
- Collect and sign time sheets to be turned into the office on the 15th & the last day of each month
- Model a vibrant, authentic personal relationship with Jesus
- Provide care and encouragement to children and their parents, with wisdom and boundaries to pass along to other appropriate services and care

¹ This is a comprehensive list that captures the essence of the position duties. Other job duties may be assigned by the Creation Kids Preschool Board of Directors.

General Responsibilities

- Attend regular weekly staff meetings held on Mondays with St John’s office & ministry as a liaison for CKP.
- Calculate and compile billing of Little Lambs students and submit to CKP Treasurer on weekly basis.
- Help coordinate, plan, attend and help with special events, including but not limited to: registration, open house, CKP Sunday, graduation, and spring program as needed or requested by Teacher(s).
- Provide action plans for any major, unresolved issues that may arise with CKP Teacher(s)/Assistant(s). Create an Action Plan if applicable. Review with CKP Board.
- Keep electronic records of all meetings with Teacher(s)/Assistant(s) and upload to Google Docs to coordinating folders.
- Inform the CKP Board of major, unresolved problems that arise. Appropriate action will be taken within 30 days. If the problem remains unresolved, the grievance policy as outlined in the Employment Agreement will be followed.
- Teacher(s) are to submit monthly calendar to Administrator for review during the week prior to the end of each month. Preview of calendar to be done, and forwarded to CKP Board if any issues arise.
- Create and monitor parent surveys that are sent out in Fall/Spring. Upload all results to Google Docs to coordinating folders.
- Oversee and administer website and social media. Update with current information as needed. Monitor Photo Releases signed by parents.
- Keep current policies updated and DHS regulations complete.
- Work cooperatively with other staff and parents– be available to listen, support, help, encourage.
- Provide ongoing observation, supervision and evaluation of the Lead Teacher(s)/Teacher Assistant(s).
- Complete staff evaluation forms as requested by the Personnel Commission.
- Maintain all personnel folders for CKP Teacher(s)/Assistant(s) and substitutes (to include all required DHS requirement documentation)
- Collaborate with the Communication Specialist to get any pertinent information in Messenger and/or Snippets as applicable. Messenger due by 15th of each month and Snippets due by Wednesday of current week.
- Keep CKP Board Members updated on any/all changes, issues, or pertinent information on staff, program, and relevant information.
- Act as a professional representative of Creation Kids Preschool.
- Maintain confidentiality of student and staff information.
- Report hours worked when due. Board Member to sign off on timecard.
- Items to be done annually:
 - Review and add any applicable updates to Program Plan and review with staff annually.
 - Review and add any applicable updates to the Document of Understanding annually. Must be reviewed with council annually.
 - Create and update the yearly calendar for CKP classroom to be approved by CKP Board prior to registration packets being done.
 - Parent Handbook must be reviewed and updated annually before Registration packets are complete. All Staff updates must be completed.
 - Update and maintain CKP alums and send out graduation cards each year.

Varying Hours

1. CKP staff meetings will be scheduled during Lead Teacher/Teacher Assistant’s paid time before and/or after classes as needed and may occur up to one time per month, per the discretion of the Administrator.

2. Administrator will be paid as follows for the listed activities:

Orientation	As determined	Meet the Teacher (August 29)	1 ½ hours
Fall Open House	2 ½ hours	CKP Sunday	2 ½ hours
Spring Registration	2 ½ hours		

3. Must attend Board Meetings held monthly. Board meetings will be paid at the hourly rate.

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