



Open Position: Preschool Program Director/Lead Teacher

Start Date: Mutually agreed upon summer date, no later than July 15, 2024, school year is currently September-May (with potential to grow to year-round full-time).

Hours: Salaried, 40 hours/week academic year, 20 hours/week summer months (or year-round 40 hours/week, if program supports it).

Qualifications: Candidate must meet requirements of Teacher through Minnesota DHS: [https://mn.gov/dhs/assets/PersonnelInformationForm\(PIF\)_tcm1053-324811.pdf](https://mn.gov/dhs/assets/PersonnelInformationForm(PIF)_tcm1053-324811.pdf) and be willing to perform Director duties. 3-5 years' experience in early childhood setting preferred and candidate must understand and know how to independently implement all DHS Childcare Licensing requirements.

House of Prayer Preschool (HoPP, a program of House of Prayer Church) has been providing preschool programming since 1966. We are a small, one-room school, licensed childcare for up to 20 children, and serving families in Richfield and surrounding areas (currently Montessori program). The ideal candidate for this position will have positive and professional communication skills, sensitivity to children and families and their unique needs, and ability to fully direct and teach in a classroom/childcare setting independently. Candidate would be taking over an established program that is set up to offer full-time programming the 2024-2025 school year. Must pass background check and be CPR/First Aid certified (current or within 90 days of hire), and complete paid safety training.

Basic Duties as **Teacher** shall include, but shall not necessarily be limited to the following:

- Plan and deliver academic curriculum for preschool aged children (currently the Montessori Method – room is currently set up with a near complete set of AMI materials)
- The care and maintenance of classroom materials, i.e., maintaining an orderly environment, keeping them stocked as needed, and providing janitorial care between regular cleanings.
- Repair of material and equipment, as necessary.
- Phrases directive positively when speaking with the children.
- Supervises classroom and employees (assistant and/or aide and subs as needed).
- Ensures the responsibility of the safety and physical well-being of the children at all times.
- Reports all accidents/incidents at once.
- Attends meetings as requested and completes in-service hours as required.
- Establishes positive relationships with children, which, while recognizing the differing roles of adult and child, are characterized by mutual respect and goodwill.
- Helps maintain a complete childcare environment that meets or exceeds state health, fire, and childcare requirements.
- Protects the peace and privacy of the children at work.
- Is self-aware and self-monitoring.
- Models integrity, curiosity, responsibility, creativity, and respect for all persons.

Basic Duties as **Director** shall include, but shall not necessarily be limited to the following:

- Ability to understand, manage, and report all DHS Childcare Licensing requirements.
- Communicate with parents respectfully, quickly, and professionally.
- Hire and direct assistant/and or aide as well as substitutes as needed.
- Manage food license through City of Bloomington.
- Manage shared spaces including nursery, large muscle room, nap room and outside spaces including playground area.
- Plan, create and implement yearly budget for program in conjunction with church budgeting process.
- Maintain and evaluate grant opportunities available for childcare centers.
- Maintain current (Facebook) and added social media and website as needed.
- Effectively communicate regularly with church staff and Leadership Ministry Team:
 - Lead Pastor (Supervisor): current status and long-term growth
 - Operations Director: Human Resources, building use, security
 - Finance Administrator: budget and finances
 - Building Maintenance: building repairs and updates, heating/cooling
 - Administrative Assistant: communications including weekly E-News and monthly HiLines congregation communication
 - LMT: quarterly or more frequent check-ins about program

Please send letter of interest and resume to:

Eric Luedtke, Senior Pastor, House of Prayer Church
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