



Cross of Hope Church and School
6014 Taylor Ranch Rd NW
Albuquerque, NM 87120
505-897-0047

office@crossofhope.org
<https://crossofhope.org>

Job Posting

Preschool Director

Cross of Hope Lutheran Church & School is seeking a Preschool Director for the 2022-2023 school year. Cross of Hope School is a welcoming Christ centered community providing a high-quality education in a nurturing environment that respects each child's development. Our Preschool serves children from age 3 - 5 years-old. An ideal candidate will maintain effective communication with families, hiring and supervising Preschool staff, and work closely with the Director of School Ministry.

Duties

The Preschool Director is responsible for the efficient and effective daily operation of a comprehensive preschool and early (a.m.) extended care program. The Preschool Director will also handle the daily leadership of the school, including welcoming families, tours, and monthly staff meetings with preschool staff members. The position oversees the required annual reporting for accreditation, ensures the compliance with state and local regulations, and tracks and completes all documentation in a timely manner.

Requirements

- Candidates must meet educational requirements for New Mexico 5-star FOCUS status. A bachelor's degree in early childhood education, child development, or a related field is preferred.
- Previous preschool experience as both a teacher and administrator.
- Ability to pass a federal background check.
- Leadership Certificate or training.

Compensation

- This will be a salaried position 30 hours/week.
- Compensation will be based on education and experience.

Qualified, Interested Candidates, Please Send:

1. A letter of interest (not to exceed 2 pages).
2. Your resume (not to exceed 3 pages).

To: Debra Alba

Email: esdirector@crossofhope.org

Applications must be received by June 17, **2022**