

LANSING CHRISTIAN SCHOOL

Job Posting: Director of Preschool

Job Title: Director of Preschool

Reports to: Elementary Principal

Supervises: Not applicable

Position Summary

The Preschool Director assists the Elementary Principal in the management and success of the preschool and aftercare programs in the areas of licensing and ensuring compliance with regulatory standards.

Success in the Role

- Communicates effectively and collaborates professionally with colleagues, licensing designees, and other stakeholders.
- Demonstrates a thorough understanding of licensing requirements and compliance standards.
- Maintains accurate documentation and meets all reporting requirements and deadlines.
- Builds and sustains positive relationships with licensing designees and regulatory partners.
- Demonstrates initiative, adaptability, and a commitment to continuous improvement and professional growth.

Responsibilities

- Maintain compliance with all applicable licensing, safety, and regulatory requirements.
- Coordinate licensing-related records, communications, training, and operational processes in collaboration with the Elementary Principal and others as necessary.

Duties and Tasks

- Maintain licensing records and required compliance documentation, including staff files, recall lists, fingerprint/background checks, CPR and First Aid certifications, and professional development records.
- Coordinate professional development by tracking required hours, reviewing records for accuracy, and sharing training opportunities to ensure compliance with state licensing requirements.
- Support hiring and onboarding processes for preschool and aftercare staff, including participation in interviews and preparation of required employment documentation.
- Ensure compliance with licensing, code, and inspection requirements, including coordinating licensing renewals, addressing compliance findings, and participating in annual inspections.
- Serve as the primary liaison with the Licensing Consultant and maintain effective communication regarding licensing matters.
- Collaborate with the Elementary Principal, business office, and maintenance staff regarding enrollment, budgeting, and facility compliance, including playground safety requirements.

Faculty Culture & Expectations

[LCS faculty](#) are expected to:

- Serve students, parents, and one another with Christ-centered hearts and a shared commitment to the school's [mission](#).
- Demonstrate strong subject matter expertise and a commitment to continual professional growth and excellence.

- Uphold high standards of academic rigor and personal integrity.
- Embrace and teach from a biblical worldview rooted in the school's [Doctrinal Statement](#) and [Core Curricular Biblical Principles](#).
- Contribute to a culture of kindness, unity, and partnership that reflects Christ's love and grace.
- Share a genuine passion and joy for educating students, fostering a wholesome and challenging learning environment that glorifies God.

Qualifications

- Bachelor's degree in early childhood education or Elementary Education equivalent
- Knowledge of state and local regulations related to preschool education and licensing requirements
- Current CPR and First aid certification
- Active member in a local Christian church whose beliefs and practices align with the school's Doctrinal Statement and policies

To apply for this position, send a cover letter, resume, copy of transcripts, 2 letters of recommendation, and Employment Application (including signed Doctrinal Statement) to:

Dr. Jeremy Zajicek, Head of School

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