



## GOOD SHEPHERD SCHOOL

### Preschool Director Search Lookout Mountain, Tennessee

Good Shepherd School is located at The Church of the Good Shepherd nestled atop Lookout Mountain, just outside of Chattanooga, TN. For over 50 years the school has been faithfully serving our local communities. We are known for and pride ourselves on the outstanding level of childcare and early childhood education we offer our neighbors. While the director does not need to be an Episcopalian, it is necessary for the director to be a person of high moral character and integrity who supports the school mission, is comfortable working in a church school and genuinely appreciates working with young children, their families, and their teachers. We do not proselytize or teach catechism; however, we believe all children are God's children. We strive to make Good Shepherd School a safe and wonderful community full of respect and love. This Episcopal Identity means we are called to love God and our neighbor, to respect our world and its inhabitants, and to teach God's love by example (<https://gslookout.org/gss-episcopal-identity> for more information).

### Job Description

**Mission of School:** To provide a safe, stimulating, and exceptional learning environment that fosters the educational, spiritual, and social development of children and prepares each one for life-long learning.

**Position Description:** The role of the director is to support the mission of Good Shepherd School, and the director reports to the Rector of The Church of the Good Shepherd. Along with the School Board, this person engages with staff, parents, church members, and the community through clear and concise communication, teamwork, and collaboration. The director ensures the needs of the students (children 4 months to 5 years), and the goals of the school are met appropriately and is responsible for ensuring the health, safety, and education of all children within the school's care.

Communication with the Board and church staff is a primary administrative duty; the director also serves as a liaison between church and school. The director leads and is a member of a team that cooperates, shares, and supports each other. This responsibility includes the overall operational management of the school following the established guidelines set forth by the Tennessee Department of Human Services licensure and includes administration, procurement, and staff management, ongoing staff education, evaluation of staff and program, and fulfillment of all licensing requirements. This position includes legal and budgetary considerations and long-range planning.

Salary is commensurate with education and experience. The benefit package includes health, dental, and matching retirement savings plans.

**Qualifications:** A bachelor's degree is required with a degree in Education or Early Childhood Education is preferred. At least one year of direct interaction with young children is required with administrative/management experience. Applicants must have 24 hours of child development-related courses and workshops per year. The director must be willing to join national and local childhood education associations maintaining a membership in good standing status. Candidate must be able to pass a criminal and financial background check.

To apply, please submit cover letter and résumé to [directorsearch@gslookout.com](mailto:directorsearch@gslookout.com).