

May 2026 Job Posting: Part-Time Preschool Director & Teacher

Memorial Lutheran Preschool Ministry – Shippensburg, PA

Memorial Lutheran Church is seeking a **part-time Preschool Director/Teacher** to help design, expand, and lead our growing preschool ministry serving the Shippensburg community. This role combines administrative leadership with hands-on teaching in a Christ-centered early childhood environment.

Position Overview

The Director/Teacher will oversee the full administrative operation of the preschool while also serving as a classroom teacher. This ministry-focused position requires a leader who is passionate about early childhood education, committed to Christian values, and eager to help shape a program that nurtures children academically, socially, and spiritually.

Qualifications

Applicants must meet the following requirements:

Education & Experience

- Bachelor's Degree in **Education, Early Childhood Development, Elementary Education**, or a closely related field
- Experience working with young children in an educational setting

Faith & Mission Alignment

- Will operate the program in alignment with the **Confession of Faith, Nature of the Church, and Statement of Purpose of the ELCA**
- Will provide a curriculum developmentally appropriate and centered in Christian faith education, enabling each child to engage in activities that will benefit him/her emotionally, physically, socially, spiritually, and intellectually.

Clearances

- Must obtain **current Act 34 and Act 168 Clearance and Criminal Clearance** prior to employment

Responsibilities

The Director oversees the full administrative operation of the preschool with the consent of the Board of Directors and Church Council. Responsibilities include:

Administrative Leadership

- Oversee and guide preschool finances
- Attend Board meetings and communicate program needs
- Ensure compliance with county/state regulations
- Develop and recommend policies; enforce Board policies
- Frequent and effective communication with staff, parents, church pastor, and the Board
- Present reports as directed including monthly newsletters for parents and the Memorial Lutheran Congregation
- Provide staff orientation and ongoing training
- Maintain relationships with community agencies
- Obtain First Aid and CPR certification

Classroom and Instruction

- Plan, coordinate, and teach daily curriculum and activities
- Coordinate program calendar and facility use
- Guide curriculum and ensure materials are prepared
- Prepare staff schedules and arrange substitutes
- Designate staff leadership in Director's absence
- Oversee facility maintenance and supply needs
- Assist children through conflict with redirection and appropriate discipline and maintain records
- Register children and maintain student files
- Coordinate assessment of children's learning
- Evaluate all preschool staff
- Conduct monthly fire drills and maintain logs
- Complete additional duties as assigned by the Board

How to Apply

Interested candidates should submit:

- Resume
- Cover letter
- References
- Personal faith statement

Applications may be sent to:

Memorial Lutheran Church

34 E. Orange St

Shippensburg, PA 17257

Email: office@memluth.org