

# *Preschool Sunday School Leader Job Descriptions*

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## **Common Tasks for All Preschool Leaders**

- Participates in prospect discovery, outreach activities, witnessing, and ministry.
- Prepares in advance, arrives on time, and evaluates and participates in age-appropriate Bible teaching.
- Serves in extended session.
- Ministers to preschoolers and their families. Participates in leader training events.
- Participates regularly in both corporate and personal worship.

## **Teacher**

The preschool teacher is the key to learning for the preschooler.

- Obtains teaching materials and supplies prior to a session.
- Plans and prepares in advance for individual and small group Bible-learning experiences.
- Visits, contacts, and ministers to preschoolers and prospects assigned for ministry.

## **Department Director**

The department director is responsible for planning, conducting, and evaluating the work of the department.

- Greets preschoolers and their parents at the door as they arrive and maintains department security system.
- Enlists and assists in training teachers and substitutes for the department. Leads in planning and preparation.
- Leads the Bible teaching sessions and in three-year-old and older departments leads group time.
- Assigns responsibilities to teachers for teaching, outreach, and ministry. Maintains department records.

## **Preschool Division Director**

A Preschool Division director is needed when there are two or more preschool departments. The division director:

- Coordinates the work of the preschool departments and determines the organizational needs.
- Determines and enlists preschool department directors and assists with enlisting other team members.

- Develops a training plan for preschool leadership.
- Works with leadership team to develop the preschool budget.
- Coordinates the use of resources by obtaining needed supplies.
- Orders curriculum.
- Leads in evaluation of the work of the division.
- Assists in the coordination of extended session.
- Represents the preschool area on the Sunday School Council.

### **Division Evangelism/Outreach Leader**

The division outreach leader works with the division director in coordinating the reaching ministry of Preschool Sunday School.

- Participates in weekly visitation, outreach, and witnessing.
- Maintains and/or assists in maintaining active division and department prospect records.
- Greets visitors on Sunday morning and ensures that preschoolers are placed in the appropriate departments.
- Obtains and records department assignments, addresses, phone numbers, and names of parent(s) or caregivers.
- Coordinates all the reaching activities of the Preschool Division.
- Coordinates prospect discovery projects for the division.