



POSITION DESCRIPTION – DIRECTOR OF EARLY LEARNING CENTER

Position Overview

Under the guidance of the Associate Pastor Youth & Family Ministry and the St. Paul's Early Learning Center (ELC) Board, the Director has primary responsibility for shaping the care, preschool, and school-age programs of the ELC, while providing leadership and accountability to the staff of the ELC, maintaining a quality center with a strong Christian atmosphere. This person will serve and support this ministry of St. Paul's Lutheran Church and partner with other staff, in compliance with DCFS (Department of Child and Family Services) requirements and in concert with the values, mission, and vision of St. Paul's Lutheran Church and St. Paul's Early Learning Center.

Accountability

The Director reports to the Associate Pastor Youth & Family Ministry, with responsibility to fellow team members, families, and the ELC Board.

Qualifications

The Director will:

- Meet the expectations and requirements pertaining to the position as outlined by DCFS in the Licensing Standards for Day Care Centers Handbook and additional requirements such as:
 - DCFS Director Certification (required)
 - Complete and pass the required Background Check
 - A Bachelor's Degree in Education, Child Development, or Early Childhood Education (preferred)
 - Five years of experience in working with children
 - Synodically trained by the Lutheran Church Missouri Synod (preferred)
- Serve as a Spiritual role model to children, families, and staff
- Demonstrate punctuality, reliability, dependability, and flexibility
- Demonstrate leadership, time management, team management, planning, and organizational skills
- Have a personal relationship with Jesus Christ as Lord and Savior and a willingness to share his or her faith with adults and children
- An active member of St. Paul's Lutheran Church or willing to become a member (preferred)

Responsibilities

In accord with the values of St. Paul's Early Learning Center, the Director will:

- Maintain all expectations and requirements pertaining to the position and the Center as outlined by DCFS in the Licensing Standards for Day Care Centers Handbook.
- Provide a strong Christian atmosphere for employees and enrolled families; lead the staff in developing and maintaining positive relationships and respectful communication with parents/guardians; practice confidentiality as related to ELC families and staff.
- Ensure an enduring connection between the ELC and the Church (SPL); coordinate Chapel schedule.
- Cultivate a safe environment to enhance the developmental growth, education, and healthful relationships of children within the Center and their families.
- Maintain oversight of healthy enrollment; keep classroom/program wait lists current (regular follow-up)
- Oversee the implementation of family-centered events (i.e., Family Thanksgiving, Christmas, Graduation, Open House, etc.).
- Ensure adequate staffing for the Center, including oversight of hiring and dismissal of employees; oversee compliance with federal, state, and local laws and regulations concerning employment practices.
- Oversee maintenance of financial, employee, and enrolled children records.
- Enforce and maintain updated policies and procedures of the Center for employees and families enrolled.
- Oversee the administration of CCRS program.
- Supervise and aid employees by providing necessary resources, in-service training opportunities, regular staff meetings, staff observations and evaluations, curriculum guidelines, and other needed support.
- Plan and maintain the annual budget for the Center, together with the Associate Pastor, Senior Pastor, and the ELC Board; write for grants of benefit to the programs and improve quality of the Center.
- Contribute to the visibility and marketing of the ELC and its services/programs to the congregation and the public, in partnership with the SPL Communications Team.