

<b>St. James Lutheran Church EARLY LEARNING CENTER</b>	<b>JOB DESCRIPTION</b>	Page: 1 of 4
	Position Title: Early Learning Director	Position Description Effective: 11/17/2020
	Department: Instruction	FLSA Status: Exempt
	Reports to St. James Early Church Early Learning Center Governance Committee	Wage:

Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required to be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

**POSITION SUMMARY:** The Director is responsible for the overall care and education of children enrolled in the Early Learning Center program and for the supervision of staff charged with their care. The Director also has responsibility to ensure the implementation of curriculum, assist with financial duties, and work with parents to develop a positive rapport.

*The Director must have an interest in and understanding of child development, appropriate lesson planning in early education, and be committed to the development of Christian values and morals in children. This position requires a high skill level in the areas of written and oral communication, conflict resolution, organization and prioritization. This position requires a Bachelor's or Associate's Degree in Early Childhood Education, Child Development, Administration, Special Education, Elementary Education, or Human Services including a minimum of 30 credit hours in early childhood education and two years experience working with children. A valid driver's license and access to a car is also a requirement.*

The Director has a primary goal to create and maintain a safe and nurturing Christian environment for children, families and co-workers which will involve, but not be limited to, the essential functions described below.

**ESSENTIAL FUNCTIONS:**

1. Meet administrative needs of the Early Learning program by:
  - a) complying with state/local health and licensing regulations regarding the care of children,
  - b) implementing program goals and objectives as set forth in the mission statement of the St. James Lutheran Church Early Learning Center,
  - c) reviewing Vision and Mission annually and develop strategic plan based on goals,
  - d) serving on the Early Learning Governance Committee and completing monthly reports for the Committee. The report shall include but is not limited to: current enrollment and staffing, waiting list updates, essential duties including compliance

- with regulatory agencies and include any special events and/or activities such as field trips, guest(s), and specific programs planned.
- e) writing, reviewing and revising policies, procedures and job descriptions as needed,
  - f) reinforcing policies established by the Early Learning Center Governance Committee in a positive manner,
  - g) informing the Early Learning Center Governance Committee and Congregation Council as needed of all certification actions,
  - h) implementing safety and health procedures in accordance with DHS regulations, and directives, CDC guidelines and policies established by the Governance Committee
  - i) comply with Technology and Social Media Policy (moved from section 4).
  - j) completing necessary assigned paperwork and maintaining a secure filing system for staff and child files,
  - k) supervising the classroom teachers always and maintaining a working knowledge of all matters regarding classrooms, children in care, families of children in care, and staff,
  - l) maintaining First Aid and CPR certifications
  - m) providing the Early Learning Center Governance Committee with an account of the waiting list status on a quarterly basis.
  - n) Cooperate with other church staff members and ministry committees of the church
2. Support and promote the financial fiduciary integrity of the Early Learning program by:
- a) participating in the development and preparation of the annual budget and complying with it,
  - b) establishing and updating salary scale annually,
  - c) providing conscientious oversight in monitoring Child Care incoming monies and expenditures,
  - d) monitoring the maintenance of financial records monthly and as needed,
  - e) assisting with sound financial management in accordance with the budget and monthly financial statements,
  - f) reviewing monthly financial reports to be submitted to the Early Learning Governance Committee and Congregational Council
  - g) plan fundraising activities with committee and council approval,
  - h) implement approved fundraisers,
  - i) applying, complying, maintaining paperwork and reporting grants and expenditures,
  - j) applying, complying, maintaining paperwork for the Child Adult Care Food Program,
  - k) applying, complying, maintaining paperwork for Keystone Stars Quality Improvement Initiative's Education and Retention Award.

3. Support and promote effective processes to ensure appropriate staff/child ratios, staff supervision and professional development by:
  - a) Ensures staff qualifications meet DHS standards and apprise to Keystone Star standards.
  - b) identifying effective staff schedules including time specific memos and reminders,
  - c) provide coverage in classrooms as needed,
  - d) recruiting/selecting people for cultural and functional fit who can commit to the schedules. scheduling staff interviews and checking references,
  - e) implementing new staff orientation and scheduling orientation trainings, setting up staff accounts on PA Key registry and other professional organizations,
  - f) reporting all personnel changes to the St James Lutheran Church Early Learning Center Governance Committee in a timely manner and providing contact information to enable an exit interview.
  - g) ensuring staff training complies with DHS regulations and Keystone Star Standards,
  - h) providing necessary training as needed and to maximize staff potential,
  - i) conducting staff meetings/informational meetings at least every other month,
  - j) ensures staff observations are completed twice annually and provide written feedback,
  - k) conducting individual staff meetings and writing improvement plans,
  - l) ensure staff develop their annual training plan,
  - m) evaluating staff and awarding appropriate levels of “base raises” and/or “merit raises” in accordance with the approved compensation plan, and sections 4.2, 4.3, and 4.4 of the Employee Handbook.
  - n) An assessment tool is used annually by staff to evaluate the program. Results are used in writing Continuous Quality Improvement Plan
  
4. Establish and maintain positive and productive relationships with families by:
  - a) maintaining confidentiality of children, parents, and staff,
  - b) facilitating direct communication with families daily, including interaction with teachers and parents,
  - c) promoting communication and sharing classroom information with parents through daily completion of (“Look what we did today” ...wipe off board and “Look what I did today” ...care reports), weekly progress notes,
  - d) reporting all injuries, changes in health conditions and/or behaviors, as well as accomplishments of the day,
  - e) ensuring the website postings are current and up to date,
  - f) writing and posting monthly newsletters and menus,
  - g) sending email alerts to staff and families,
  - h) responding to emails in a timely manner,
  - i) providing an orientation and interpreting the policies and programs of the Early Learning Center,
  - j) (Tech/Social Media Policy moved to administrative needs)
  - k) planning and coordinating Parent Enrichment Programs and Special Events,
  - l) encourage parent involvement in program,
  - m) participate parent teacher conferences as needed,
  - n) make referrals to community organizations as needed.

- o) An assessment tool is used annually by parents to evaluate the program. Results are used in writing Continuous Quality Improvement Plan
5. Support and promote Marketing and Special Events to maximize enrollment by:
- a) assisting with planning of marketing ideas,
  - b) assisting with implementation of special events,
  - c) being a good will ambassador when discussing the program in public venues, and
  - d) educating potential clients on the Early Learning Center program offering,
6. Support and promote the spiritual, emotional, cognitive and physical needs of the Children by:
- a) speaking to the children with respectful and nurturing language,
  - b) model positive guidance strategies,
  - c) helping to bring the children to a better understanding and appreciation of the presence of God in their daily lives,
  - d) ensuring that cubbies, mailboxes, mats, etc. are prepared for new children,
  - e) being consistent in providing direction and following discipline, hygiene, nutrition, and safety, etc.
  - f) ensuring staff observe, screen and assess children with developmentally appropriate tools and communicate results with families,
  - g) support staff to use results of screenings and assessments in planning activities and materials,
  - h) keeping the classroom neat, clean, organized, and supplied, assisting in the inventorying, and ordering of supplies in accordance with the annual budget
  - i) assisting staff in implementation of curriculum, including carrying out daily lesson plans when necessary,
  - j) support families seeking services as needed,
7. To maintain a safe, healthy learning environment:
- a) The Early Learning Center adheres to Pennsylvania's DHS Regulations, Child and Adult Care Food Program, Office of Child Development and Early Learning, Department of Agriculture and recommended CDC guidelines and aligning policies of St James Lutheran Church and Specially Appointed Task Force,
  - b) Writing and updating Risk Management Plan annually that includes allergy, chronic medical conditions, emergency preparedness and documentation of drills,
  - c) Ensure illness and injury logs are up to date and develop plans as needed,
  - d) Ensure Staff Data Sheet is up to date for DHS,
  - e) Ensure Staff Training Grid is up to date for Keystone Stars.
  - f) Ensure all health records for children and staff are up to dates
  - g) Check food order supplies for food order,
  - h) Create monthly menu as needed and ensure compliance with CACFP,
8. All other duties as assigned by the Early Learning Center Governance Committee and the Congregational Council.

Overall Rating \_\_\_\_\_

QUALIFICATIONS:

1. Bachelor's or Associates Degree in Early Childhood Education, Child Development, Administration, Special Education, Elementary Education, or Human Services and two years' work-related experience.
2. Must satisfactorily complete on-the-job training.

MINIMUM QUALIFICATIONS:

Successful completion of an Associate's Degree program from a program conforming to NAEYC's Guidelines for Early Childhood Education Programs in Associate Degree Granting Institutions (1985b) or successful completion of an associate degree in a related field plus 30 semester hours of professional studies in early childhood education.

PHYSICAL Requirements:

1. Must be able to lift children weighing up to 50 pounds.
2. Must be capable of stooping, bending, crouching, or kneeling to children's level.
3. Must be able to reach at and above shoulder height to access higher areas of play equipment, etc.
4. Must be capable of frequent changes of position throughout the work day.

Early Learning Center Director Receipt and Acknowledgement of Job Description:

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Employee Signature Date

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Employee Printed Name Date

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Early Learning Governance Chair/Representative Date