



# Child Enrichment Center Director

## Position Description

### Status: Full Time

The Child Enrichment Center (CEC) Director has a primary focus on Shepherding, Leading, Promoting and Oversight of the daycare ministry of the church. The objective is to help the children love Jesus, grow in Jesus and learn to serve in Jesus' name.

#### **Personal**

- The director shall be a spiritually maturing believer who has a desire and passion to serve Christ in the local church.
- They must demonstrate a genuine call on their life and have the proven ability to work efficiently, exercise good time management, possess the ability to communicate effectively, and build strong relationships with all levels of the program, the church and the community.
- They shall practice and promote Christlikeness and the purpose of Union Baptist Church.
- They shall have a close working relationship with the Lead Pastor to achieve the overall goals of the church.

#### **Expectations**

- We believe that a disciplined life that is committed to prayer and genuine worship will be contagious.
- We expect practical, clear application of the Bible to show others how to walk with Christ.
- We demand the highest Biblical standards of leadership, character and teaching of church approved doctrines.
- We expect regular participation in workshops, seminars, and retreats that will enhance ministry capabilities.
- Be fully immersed in the life of this or another Bible believing church (attend, give, serve).
- Participate in a yearly job performance review.
- Actively present ministry opportunities to the church.
- Benchmarks will be set for each area of ministry effectiveness, participation and growth.

#### **General Position Description**

The Director is responsible for ensuring the health, safety, and quality of education for all children within the center's care. The Director is directly accountable for the overall management in accordance with well-established guidelines including curriculum development, staff and facilities management, legal and budgetary considerations, and long-range planning. The Director ensures that all needs of the students and the goals of the center are met appropriately.

\*This position reports to the Lead Pastor and Weekday Board of Directors.

#### **Key Responsibilities**

- Establish quality vision for the center. Manage adherence to quality standards with the vision and with state and local requirements. Maintain quality effectiveness measurements.

- Develop general education curriculum; collaborate with staff to develop positive learning activities; manage adherence to state and local curriculum regulations within the ministries purpose of UBC.
- Maintain students' records in accordance with established enrollment procedures.
- Maintain communications with parents of current and prospective students through direct conversation, newsletters and parent handbooks; implement community outreach activities to maintain and promote positive community relationships.
- Approve menus and food purchases.
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- Oversee all functions including payroll, accounts payable and receivable, billing and payment, human resources and personnel management (staff supervision) and purchasing.
- Resolve conflicts (including corrective action when necessary) to ensure a positive experience for everyone.
- Manage budget planning and review
- Establish illness and emergency procedures; ensure staff are trained appropriately according to ministry and state guidelines.
- Implement strategic plan and goals in keeping with the mission of program.
- Maintain personal professional development plan to ensure continuous quality improvement

### **Additional Knowledge, Skills and Experience Required**

- Min of 3 years of supervisory experience.
- 5 years of direct professional experience in early childhood setting.
- High energy
- Strong oral and written communication skills; technology skills.
- Ability to work well with others (staff, children and parents) and to foster a team environment.
- A strong understanding of child development.
- Strong finance and budgeting skills.
- Excellent leadership, organizational and interpersonal skills
- Infant/child CPR and First Aid certification
- Knowledge and understanding of all TNDHS up-to-date Rules and Regulations.
- Must clear and keep an updated federal Background check.
- Must pass health screening and all other TNDHS employee requirements.

### **Educational/experience requirements**

Bachelor's degree in early child education or other related field is preferred. Must have at least a Child Development Associates Certification which includes at least 36 hours of coursework ECE or Business Administration including TECTA (or other local) Administrative Orientation Training.

### **Physical Requirements**

Must complete a physical exam and be cleared to lift up-to 35 pounds

## **Employment Type**

- Must be full-time; at least 40 hours per week employee.
- This position will be a salaried position.
- Director will be present and on-site to oversee the daily operations and she will follow set vacation and other PTO rules as stated in the handbook for all part-time and full-time employees.
- Director will greet new families on their child's first day, be available to answer questions, get new families connected to the parent engagement app asap.
- Director will conduct family tours/visits
- Director is responsible for seeing that fire drills are done on a regular basis as stated in the DHS Rules (and other disaster drills)
- Director will schedule quarterly (at minimum) staff meetings and be present to lead and train staff in various team-building and curriculum development training.
- Director shall have a clear understanding of center budget needs and knowledge details on budget reports presented at board meetings.
- Director shall demonstrate and shepherd the staff in creating a Christ-centered environment for all staff, children and families
- Director will maintain open communication with families and be available to answer questions and meet their day-to-day concerns and needs.
- Be present and oversee all activities and center related decision making.