

## Planting Eden Learning Center Director

### Job Description

**Age requirement:** Must be at least 21 years of age

**Education requirement:** Bachelor's degree in Education with a concentration in Child Development or Early Childhood OR several years' experience with early childhood may be considered. (Per state licensing requirements: minimum of 12 semester hours of college credit in early childhood education, child development, child psychology, or the equivalent, or hold a current CDA credential, or Montessori Certificate).

**Experience requirement:** Three years' experience working with children, and three to five successful years' experience managing a facility

**Required references:** 4 references

**Title:** STAC ELC Director

**Person reports to:** STAC Governing Board

### **Position Description:**

#### **Special Knowledge/Skills:**

- Thorough understanding of childcare center operations
- Strong organizational, communication, public relations, computer and interpersonal skills
- Ability to coordinate center functions
- Ability to implement policy and procedures
- Knowledge and implementation of child care guidelines and state licensing
- Comprehensive knowledge and proven success implementing programs for children based on developmentally appropriate practices
- Accepts and respects differences in children, parents and coworkers
- Ability to manage a budget

#### **Major Responsibilities and Duties:**

##### **Instructional Management:**

- Maintain, at all times, high quality childcare standards based on developmentally appropriate practices.

##### **Personnel Management:**

- Supervise all staff members of the ELC, including substitute staff.
- Oversee hiring process and orientation for all new staff.
- Provide accurate and meaningful annual performance evaluations for all staff.

##### **Management of Fiscal, Administrative, and Facilities Functions:**

- Develop a budget for the ELC and establish controls to assure that the center adheres to the budget.
- Ensure that the program is cost effective, and funds are managed prudently.
- Oversee the day-to-day functions of the ELC and manage staff.
- Develop and implement policies and procedures for the operation of the ELC center.

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- Assure consistent compliance with all programs for a Minimum Alaska State Standards, including maintenance of annual fire, health and other inspections.
- Coordinate the annual licensing of the childcare center with the state of Alaska.
- Oversee the maintenance of files according to the state of Alaska and licensing requirements.
- Maintain open, consistent and effective communication with parents, providing parent education training, assistance and support as needed.
- Provide reliable, accurate and timely information about the ELC to STAC's Governing Board and the ELC Advisory Committee.
- Assist in other projects as assigned by STAC's Governing Board.

### **Professional Growth and Development:**

- Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs.
- Oversee the training and professional development of all childcare staff.

### **School or Community Relations:**

- Articulate the center's mission to employees and other stakeholders and solicit support in realizing the mission.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Represent the center in a professional, courteous and positive manner at all times.
- Promote a positive, caring climate for learning for staff, students, and parents.
- Deal sensitively and fairly with persons from diverse cultural backgrounds.
- Communicate effectively with staff, students and their families.

### **Other:**

- Perform any and all duties as assigned.
- Successfully advance ELC mission initiatives.

### **Requirements for position:**

- To have an active and growing personal relationship with Jesus Christ and accept the Bible as God's inerrant Word.
- To be a positive role model to students, parents and volunteers by living a Christ-honoring lifestyle.
- To be people-oriented who can interact well with people, communicate clearly, maintain confidentiality, be a positive team player, optimistic and self-motivated.
- To exhibit professionalism in your daily work by being responsible, reliable, mature, and punctual.
- To deal with staff, parents and children in a loving and God-honoring way with grace, truth and humility.
- Agree with South Tongass Alliance Church's (STAC) Statement of Faith and be willing to support and promote the ministries of STAC.

**Weekly work schedule (hours and days):** 8+ hours a day as needed

**Procedures for annual evaluation:** Evaluation annually during the month of hire date