



## **DIRECTOR of the EARLY CHILDHOOD CENTER**

### **Job Description and Responsibilities**

Title: Early Childhood Center Director

Reports to: Principal, Senior Pastor, School Board

Responsible Board: St. Paul's School Board

Qualifications: Member of St. Paul's or willing to become member, 21 years of age minimum requirement, BA or MA in Early Childhood or Elementary Education, Synodically trained (from the Concordia University System) *preferred*.

Responsibilities:

*Spiritual Leadership:*

- Embrace the purpose of St. Paul's ECC program and the mission and values of St. Paul's Church and School.
- Live the Christian faith.
- Establish positive, open relationships with families and self.
- Conduct self in a professional and confidential manner in all situations.
- Serve as liaison between congregation and ECC programs.
- Work together and collaborate with other church and school staff, especially the Pastors and School Principal.
- Lead the staff in Christian outreach and service.
- Direct, evaluate and lead the ECC staff.
- Lead resolution of all ECC discipline issues with the assistance (as needed) of the Principal, School Board Chairman, and/or Senior Pastor.

*Communication:*

- Oversee the production, assembly, and distribution of ECC-related publications. Communicate effectively with parents, students, staff, and the School Board.
- Coordinate meeting preparation and reports (ECC staff, School Board, Church Council, and other reports as needed to conduct or report business and operations at ECC). Coordinate communication with and between the Business Administrator and staff, as well as with the Church Office staff for the maintenance of data about the students and staff.

*Child-Care/Student Safety:*

- Oversee the health, safety, and welfare of children, especially in compliance of laws for the State of Missouri and The Lutheran Church - Missouri Synod.
- Participate in Crisis Team meetings.
- Report any facility or safety concerns to the School Principal and School Board immediately.
- Adhere to St. Paul's Church, School, and ECC security plan.

*Publicity and Marketing:*

- Conduct tours of the ECC to potential families.
- Recruit and enroll new children.
- Attend the Kindergarten open house and answer questions about the transition.
- Submit financial data for the annual report.
- Write articles for newsletters (weekly Good News) for members of St. Paul's, and periodic articles for the Church Messenger.
- Participate in all open house opportunities highlighting St. Paul's children's ministries.
- Develop and implement a marketing plan to reflect a positive image in the community and attract community students and/or work with the Marketing Team.
- Coordinator to implement current strategies.

*Accounting/Financial:*

- Create the ECC operating budget and present it to the School Board.
- Oversee the ECC's budget, Business Administrator, and staff as they manage the budget for their respective areas.
- Work closely with the Financial Administrator to monthly monitor ECC sections of the annual budget.
- Communicate and follow-up on family accounts and payment plans.

*Technology:*

- Stay proficient in the use of office and education support software and hardware. Identify and recommend ECC operational process improvements.
- Evaluate ECC's support systems that could further advance communications, technology, efficiency, etc.

*Supervisory Responsibilities:*

- Develop an understanding of age-appropriate learners.
- Provide thorough orientation for all new staff members.
- Hire, orientate, and oversee support staff.
- Facilitate the search for lead teachers, working with school board members for interviews.
- Support and encourage on-going professional development among staff members. Conduct performance reviews annually.
- Plan and implement a developmentally appropriate curriculum, which includes age appropriate assessments.
- Provide instructional materials for curriculum and/or playground areas that are appropriate for the age of students at the Early Childhood Center.