

FIRST BAPTIST CHURCH OF CAMDEN, SC
KINDERGARTEN & CHILD CARE CENTER DIRECTOR
JOB DESCRIPTION

MISSION STATEMENT

Create and sustain an environment that: (1) nurtures the early childhood development of all participants in the Kindergarten and Child Care Center at First Baptist Church of Camden, SC, and (2) meets or exceeds the DHEC statutory requirements for such licensed centers.

ORGANIZATIONAL STRUCTURE

This position reports to the Director of Children's Ministries at First Baptist Church of Camden, SC.

JOB RESPONSIBILITIES

The person filling this position is responsible for:

1. Instilling the mission statement into the management practices of all supervisory staff in such a manner that it is reflected in the daily actions of all staff.
2. Ensuring that the Kindergarten and Child Care Center's operations meet or exceed the current DHEC statutory requirements for such licensed centers.
3. Developing and implementing an overall 3-year operational plan for the Center, including an outreach/communications strategy. Approval of this plan shall be obtained from the Director of Children's Ministries.
4. Directly supervising all employees and teachers of the Center, including advising where necessary for parent counsel and problem solving.
5. Preparing and administering the annual Center budget, including obtaining the approval of the Director of Children's Ministries of this budget prior to its submission to the Finance Committee.
6. Developing and ensuring that all Kindergarten & Childcare policies (including privacy requirements) for staff and children are clearly communicated and followed. This shall include submitting for approval changes and updates of policies to the Director of Children's Ministries.
7. Maintaining all necessary confidential personnel and payroll records, including but not limited to medical and attendance information for all staff of the Center.
8. Providing all continuing training and certifications required for staff members.
9. Conducting annual performance appraisals for all direct reports.
10. Recommending to the Director of Children's Ministries any new positions deemed necessary for the proper operations of the Center.
11. Recruiting and conducting employment interviews with potential job candidates. The Director of Children's Ministries shall be included in any final interviews for any candidates selected for potential employment by the Center.

12. Ensuring that the appropriate staff training and orientation is conducted for newly hired employees.
13. Conducting at least quarterly staff meetings as deemed appropriate for purposes of training, communications, planning, programming, supply requirements, and staff evaluations.
14. Supervising the Lead Teachers and Full-Time workers in planning and providing the curriculum/activities of the daily programs.
15. Leading an at least quarterly evaluation of the program and staff, initiating any upgrades and/or changes deemed appropriate.
16. Working with the Director of Children's Ministries to develop a personal training and development plan.
17. Working with appropriate Church committees, including attending meetings as needed. This responsibility shall also include the utilization of the KC Committee in an advisory capacity as needed.
18. Performing other duties as assigned by the Director of Children's Ministries.

MINIMUM QUALIFICATIONS

Preferred Degree and preferred minimum of 5 years experience in management role of similar Kindergarten and Childcare Environment.