

# King of Kings Lutheran Church

## Cedar Rapids, IA

### Job description: Childhood Education Center Director

#### I. PURPOSE

To manage the operations of the Childhood Education Center. This includes leading, training, and supervising designated staff; building positive relationships with parents, families, and the King of Kings community; providing direction and oversight to the well-being of children enrolled; maintaining DHS requirements and standards; and managing the finances of the Center.

#### II. BIBLICAL PRINCIPLES

*"Train up a child in the way he should go and when he is old, he will not depart from it."* Prov 22:6  
*"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'"* Matt 19:14

#### III. GENERAL RESPONSIBILITIES

1. Model and practice the Christian faith, as defined by LCMS Lutheran beliefs.
2. Understand, support, and apply the Mission, Vision and Core Values of King of Kings Childhood Education Center.
3. Ensure the Center complies with DHS standards and maintains a full license.
4. Establish and maintain healthy, safe, and developmentally appropriate practices.
5. Supervise, lead, schedule and evaluate staff.
6. Assure that educational goals and materials are appropriate for each age group and that Christian principles are incorporated in daily teaching and activities.
7. Facilitate positive relations among Center staff, Church staff, parents, and the congregation.
8. Possess strong supervisory, leadership, and communication skills along with a warm and nurturing disposition.
9. Love God, and love children.

#### IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Manage general finances in coordination with the Church Administrator including billing, payroll, purchasing, salary scales, and payment collections from families. Keep timely and accurate records.
- B. Set annual calendar – including, but not limited to program closures, events, and field trip dates.
- C. Work with and seek advice and guidance from the CEC Advisory Board in organizing the CEC and in developing policies and procedures to recommend to the Governing Board.
- D. Handle the reporting and communication of applicable program information and updates to the Pastor(s), Governing Board, Center staff, congregation, and/or parents.
- E. Manage the onboarding, and professional development of Center staff including:
  - a. Hiring (must be coordinated with the Church Administrator and the Governing Board),
  - b. Firing (must be coordinated with the Church Administrator and the Governing Board),
  - c. Mentoring and coaching staff,
  - d. Making compensation / Wage recommendations to the Governing Board,
  - e. Scheduling staff,
  - f. Communicating expectations,

- g. Evaluating staff in the classroom setting,
  - h. Performing semi-annual, one-on-one staff evaluations.
- F. Increase the visibility of the Center within the community through:
  - a. Marketing and other PR campaigns,
  - b. Touring potential families.
- G. Ensure developmentally appropriate curriculum for high quality programming is implemented and current. May include the research and purchasing of curriculum.
- H. Maintain positive and professional rapport and clear communication with parents.
  - a. Provide up-to-date policy and procedural information to parents, including annual updates to the Parent Handbooks.
  - b. Handle discipline decisions and schedule conferences with parents, as needed.
  - c. Seek assistance from the Church Administrator and/or the Senior Pastor when questions or difficult situations arise.
- I. Other duties as assigned by the Church Administrator and/or Senior Pastor.

V. Reporting Structure

- A. The CEC Director reports to the Church Administrator.
- B. The CEC Director will coordinate with the Senior Pastor on all things related to doctrinal teaching methods and materials.

VI. Required Skills, Knowledge and Abilities

- A. Be an active member of an LCMS congregation or be a committed Christian willing to be trained in LCMS doctrine by actively participating in the Pastors' New Member class as soon as it is offered.
- B. Demonstrate strong organizational and multi-tasking skills and the ability to delegate.
- C. Able to maintain confidentiality.
- D. Meet the credentials of "Child Care Director" by DHS Standards and be approved by the Department of Human Services (DHS) prior to hire.
- E. Bachelor's degree in the areas of Early Childhood, Child Development, or Elementary Education preferred.
- F. Pass initial and periodic state and Federal criminal background checks.
- G. Physical Abilities
  - 1. While performing the duties of this job, the employee is regularly required to stand; walk; sit; and reach.
  - 2. Must be able to lift to 40 pounds and move/react quickly to ensure the safety of children.
  - 3. Must be able to get down to the child's level and be on the floor.
- H. Mental Abilities
  - 1. This role requires the ability to manage several requests and situations at one time.
  - 2. The work environment is active and noise levels vary from quiet to loud, indoor and outdoor activities.

VII. Mission, Vision and Core Values for the Childhood Education Center are adopted from King of Kings Lutheran Church. Only the Vision statement is slightly altered to reflect the specific focus of the Childhood Education Center.

CEC Vision statement: **A caring community bringing Christ to children and families.**

VIII. Work Hours and Benefits

- A. The position of Childhood Education Center Director is full time working a minimum of 40 hours per week.
- B. The position is salaried with compensation determined by the Governing Board based on the educational background and experience of the person.
- C. Benefits are as explained in the Employee Handbook for full time, non-called employees.