

Director of Little Lights Learning Center of Carlisle United Methodist Church

Little Lights Learning Center is committed to offering Christian childcare and preschool as vital ministry to building bridges to the greater Carlisle community by sharing the love of Jesus Christ. The Director is responsible for setting the tone for the facility, overseeing physical facilities, managing the curriculum, hiring staff and managing the overall image of the center. The Director shall also ensure compliance with all local and federal laws governing childcare, both in regard to the physical environment and the staff, and manage the financial affairs of the child care facility.

Qualifications:

The Director must possess exceptional communication and interpersonal skills, be able to work under the direction of the Little Lights Board, and must have an obvious love of Jesus Christ and the church, and the passion to share that love with children and their families. The Director must have organizational and administrative abilities.

The Director must maintain a high regard for the church as God's instrument in the world and display appropriate Christian discipleship. The Director must be knowledgeable of the developmental and programmatic needs of infants and young children.

A Bachelor's degree in education with at least 30 credits specific to early education is required. Significant experience in a child care setting within a local church is preferred.

Job Duties:

Facilities Management

- Manage day-to-day activities at the Center.
- Schedule, coordinate and oversee special activities.
- Oversee physical center facilities for compliance with local, state, and federal laws and 4 Star requirements, and ensure that the facilities provide a safe and appropriate environment for children.
- Become knowledgeable of local, state and federal laws regarding safety requirements and inspection and certification procedures, and ensure that the center complies with those requirements.
- Evaluate and purchase equipment and supplies for the Center, or approve requests to purchase materials and equipment. Obtain Board approval prior to making purchases involving large expenditures of money.

Staffing Management

- Manage and supervise teachers, teacher aides and administrative and custodial staff including but not limited to:
 - Interview and hire for all positions
 - Administer personnel policy, including leave and discipline. Employee terminations shall be with the concurrence of the Personnel Team of the Board.

- Maintain staff development and education; ensuring continuing education requirements are completed annually.
- Evaluate all staff annually (with input from Group Leaders for aides).
- Ensure that all staff meets the requirements for their jobs and Star requirements (background checks, training hours, etc.).

Curriculum Development

- Work with the Board to select appropriate curriculum and developmental milestones for each class; ensuring it complies with state and federal requirements for 4 Star designation.
- Review lesson plans of teachers for implementation of curriculum or developmental milestones for each class.

Parental Communication and Involvement

- Serve as the 'face' of the school, managing communication with parents and the community.
- Develop policies and communicate the policies to parents with the Board.
- Meet with parents of prospective students to determine whether the Center is a good fit for the family.
- Registration of all students (both full-time and part-time).

Financial Responsibilities

- Responsible for the overall financial management of the Center.
- Work with the Treasurer to develop budget, manage the accounting and oversee accounts payable and receivable.
- Annually submit a proposed budget to the Board for its approval. The proposal shall include any recommendations on wage increases, new employee positions, and tuition adjustments.

Administrative

- Prepare and submit all paperwork required in maintaining Star certification and compliance.
- Update regularly the Pelican PA State system for early childhood progress.
- Develop the marketing plan for the Center, including public relations and advertising campaigns as necessary.
- Train Assistant Director so that s/he can perform Director duties when Director is absent.
- Delegate selected responsibilities to Assistant Director.
- Attend all Little Lights Learning Center Board meetings and provide requested reports and draft materials for review.
- Attend all meetings required by Stars for program certification.
- Attend United Way Success by Six meetings, representing Little Lights as a partner agency and participate in their programs.
- Participate in a local director of day care group, gaining insights into best practices and changes in local child care philosophies and programs.
- Participate in the design and building of a new church that will include classrooms and area for the Center to be opened in 2019.

- Maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

The previous list of responsibilities is not to be considered as all-inclusive. Additional responsibilities may be assigned or current responsibilities modified after consultation with the Board of Little Lights Learning Center.

Working Relationships:

The Director of Little Lights shall perform the above responsibilities under the direction and supervision of the Board of Little Lights Learning Center. Questions or problems related to the job should first be discussed with the Associate Pastor of Carlisle UMC or Board Chair.

The Director shall be evaluated annually by the Board of Little Lights.
The Director is a full-time position (40 hrs./week).

Salary/Rate shall be _____ for the year of _____, beginning _____
and ending _____.

Signed by Employee: _____ Date _____

Signed by Chair of Board: _____ Date _____

**It is important that all matters of family and personnel concerns be kept in the strictest of confidence. Any breach of confidentiality will be considered cause for immediate termination.*

12/2/16