



Missouri District

THE LUTHERAN CHURCH — MISSOURI SYNOD

Our Savior Early Childhood Center, St. Charles **Early Childhood Director**

See below for position description:

OUR SAVIOR *Lutheran Church*

Position Description **Early Childhood Director**



PURPOSE OF OUR SAVIOR TEAM MINISTRY

All staff members shall work together as partners in the Gospel to fulfill the pastoral care and discipleship training ministries at Our Savior Lutheran Church.

The purpose of a multiple ministry staff is to provide a structure that promotes a positive and effective ministry within the congregation. All staff members shall work together as partners in the gospel. We see our early childhood program as a tool to serve the needs of our community in an outreach ministry. As such, the Director of the ECC is accountable to the Director of Ministries/Senior Pastor, Leadership Board, and Congregation. As such the ECC Director and ECC staff are to support all ministries in carrying out the mission-vision of Our Savior Lutheran Church.

PURPOSE OF YOUR POSITION DESCRIPTION

The purpose and intent of this document are to a) present current position responsibilities so that the staff of Our Savior can assure fair, consistent, treatment to all staff members, b) inform our staff members of their accountability so we can eliminate any misunderstandings in your position, and c) advise individual staff members that their position descriptions will be periodically reviewed and updated as necessary by the Director of Ministries/Senior Pastor.

PHILOSOPHY

Our Savior is committed to staffing for growth. Our staffing is a blend of specialists and generalists. We believe our staff is multi-gifted with multi-faceted relationships. The called and professional staff's role is unique in a large parish. Their key role is to equip people for ministry, which includes leading, administrating, training, encouraging, and assisting.

MINISTRY DESCRIPTIONS

In order that each called and support staff member has a knowledge and understanding of what is expected of him/her in their specific areas of accountability, an up-to-date job description shall be developed for each position. The archived office copy of this document shall include the overall purpose of the position, the specific duties to be accomplished, and the educational experience requirements for the Pastor - Director of Ministries, Pastor – Minister of Pastoral Care, Director of Christian Education, Director of Children and Family Ministry, Director of Choral Music, Organist, Office Manager, Comptroller, Receptionist, ECC Director, Lead Teacher, Assistant Teacher, ECC Office Assistant, Custodians, and our Cooks.

These descriptions shall be reviewed periodically, but no less than annually, by the Director of Ministries/Senior Pastor for appropriateness and accuracy. The Director of Ministry will work with all supervisory staff to ensure their subordinate job descriptions are accurate and up-to-date.

Early Childhood Director Our Savior Lutheran Church

Revised September - 2023

Mission Statement Our Savior Lutheran:

Church Mission Statement

Rejoice Fervently—Respond Spiritually—Reveal Intentionally

Our Savior Early Childhood Center Mission Statement

Learning and Growing in God's Grace

Position Qualifications:

- Become an active member of Our Savior Lutheran Church
- Bachelor's Degree or higher in Early Childhood Education or Child Development
- 3-5 years' experience managing and/or teaching in an early childhood program
- Excellent leadership skills, capable of managing a growing staff
- Superior communication skills with a mission-vision focus
- Experience with Microsoft Office, F.A.C.T.S Tuition Program, Procare Software, basic internet, and website skills are preferred
- Professional appearance and demeanor, responsible for being the "face" of our school
- Business experience/capable of handling finance/basic accounting/marketing functions
- Trained in first aid and CPR or willing to obtain training
- Willingness to grow both spiritually and professionally
- Commitment to developing procedures and methods related to staff and program needs, reaching out to the community for growth opportunities

Position Responsibilities:

Listed below are all the duties the ECC Director is responsible for fulfilling the following;

...as a spiritual leader:

- Share the gospel with our children and their families and provide opportunities for the spiritual growth of our staff
- Work with the Director of Ministries/Senior Pastor, the Director of Christian Education, the Director of Children and Family Ministry, and all Pastoral staff to reach out to ECC families, especially those who are unchurched and promote baptism and church membership
- Plan for, coordinate, and invite ECC children, with their families, (a minimum of 5 times per year) to sing in church and attend other ECC and/or congregational events.
- Attend worship and Bible class at least two (2) times per month as well as be available to speak with congregational members during the fellowship hour.

...as a managerial leader:

- Serve in a lead role reporting to the Senior Pastor as our Director of Ministry
- Work with state and local regulatory agencies and conform to regulations (i.e. health records, fire codes, etc.)
- Prepare and retain records such as staff schedules, classroom enrollments, and school calendars
- Work with staff to plan a curriculum that meets the mission of the school
- Plan for the evaluation of the students in relation to their educational progress, abilities, and needs (as determined by results of the DRDP) and maintain a referral system for children with special needs
- Aid staff in planning parent/teacher conferences
- Order and manage supplies
- Plan for and conduct fire, tornado, intruder, and any other drills

- Oversee food program
- Oversee our ongoing National Lutheran School Accreditation (NLSA) status
- Substitute in the classroom when needed (i.e. teacher lunch breaks, teacher sick day etc.)

...as leader of the Early Childhood Center environment:

- Make frequent classroom visits to build relationships with children
- Maintain positive relationships among students, staff, parents, congregation, and the community
- Regularly check indoor/outdoor areas and equipment so they reflect safety, licensing regulations, and an appropriate Christian environment
- Work with Trustees and custodial staff to maintain the facility and arrange for necessary cleaning and repairs

...as a public relations and communications leader:

- Promote the ECC in the congregation and community
- Promote the church to the ECC families and community as a whole
- Manage advertising budget, and advertising tools, (i.e. signs, flyers, ads, etc.) and look for new avenues to market the school
- Communicate with and update the congregation on the ECC ministry during our Congregational Assemblies

...as a financial leader:

- Work with OSLC Comptroller/Business Manager to maintain financial records and develop sound financial policies and procedures
- Work with families to ensure they are enrolled in our F.A.C.T.S. program
- Work with the Senior Pastor to create a budget and monitor the ECC's income and expenses

...as a leader of admissions:

- Interview parents of prospective students and conduct tours
- Create and provide enrollment materials that reflect the philosophy of our school and meet state regulations
- Maintain enrollment policies for members as well as non-members and regularly communicate them to the congregation
- Develop and maintain class rosters
- Plan for the orientation of newly enrolled students
- Maintain and update our parent handbook

...as a lead staff person and head of staff development:

- Make frequent classroom visits in order to observe, train, and/or mentor ECC staff
- Plan and implement a program for professional growth of all staff
- Keep abreast of research and new developments in the field of early childhood education
- Participate in professional organizations
- Arrange and participate in interviews of potential new staff members
- Update staff job descriptions as directed by the Director of Ministries/Senior Pastor
- Conduct yearly ECC staff evaluations and performance reviews which include future goals and action plans
- Conduct regularly scheduled staff meetings
- Maintain and update our teacher handbook

All other employment requirements as detailed in the Our Savior's Human Resource manual and all requirements of the Lutheran Church Missouri Synod apply.