



Hope Childcare Center, Republic Early Childhood Director

As a mission of Hope Lutheran Church, the vision of the Center is to embrace all children as they grow in their faith and know the love of Jesus. Our inviting and secure Christian environment offers a variety of activities that will help students develop spiritually, socially, emotionally, intellectually, and physically while providing childcare and preschool for ages 2 - 5.

Immediate Job Opening - Full Time

Director Job Description

The Director is responsible for ministering to families with young children and collaborating with the Childcare Board to ensure a quality, Christ centered program.

- Be a committed Christian
- Ensure that our inviting and secure Christian environment offers a variety of activities that will help students develop spiritually, socially, emotionally, intellectually, and physically
- See his/her role as a calling for ministry, understanding the mission of the church and childcare ministries
- Demonstrate personal faith through words, actions, and attitude with children, staff, and parents
- Maintain all required licensure requirements as outlined by the State of Missouri including but not limited to first aid, CPR, TB, and professional development

Administrative Responsibilities

- Ensure that the Center meets state licensure and any other state requirements
- Comply with all requirements of the food program
- Prepare, update and distribute the parent handbook in coordination with the Childcare Board
- Plan the yearly calendar to include days and times the Childcare Center will be open
- Report to board monthly, and provide more frequent updates as appropriate
- Ensure parents receive quarterly academic and behavioral reports
- Follow and implement the Center's Employee Handbook
- Maintain advertising and community outreach programs to promote enrollment
- Communicate to parents through a newsletter or other forms of written communication about the activities, menus, and/or special events
- Communicate to the congregation on a monthly basis regarding the activities and events of the Center
- Maintain a waiting list
- Arrange for substitutes when needed
- Keep employee and other files current and complete
- Maintain proper adult-child ratios at all times
- Practice and document fire drills, tornado drills, and other health and safety practices
- Ensure appropriate curriculum and daily schedules are planned, documented and implemented

Fiscal Responsibilities

- Work with the board to establish a yearly budget and operate within budget guidelines
- Purchase equipment and supplies, keep accurate financial records, and operate in a fiscally responsible manner
- Receive board approval on purchases exceeding \$500 on any unbudgeted item

- Keep inventories of furniture and equipment
- Manage supplies and equipment
- Maintain accurate accounting and reporting of lunches for the food program
- Maintain accurate accounting of attendance, billing, and receipts
- Manage accounts receivable and keep payments current
- Provide monthly financial reports to the Board
- Provide year-end statements of receipts for parents
- Ability to process payroll

Staff Management

- Supervise the planning and implementation of the daily program in each classroom
- Hire, train, schedule, supervise, manage, and evaluate all staff
- Ensure lead teachers know and implement curriculum standards
- Plan quarterly staff meetings and lead staff development
- Plan and problem solve with teachers on a regular basis
- Collect and review lesson plans weekly
- Maintain two-way communication with staff about the growth and development of each child in the program
- Ensure staff members are trained in and follow health and safety standards

Child Management

- Maintain accurate and complete student enrollment, health, and registration forms
- Familiarize parents with the center and its policies
- Provide a framework to encourage positive behavior
- Provide a framework to manage behavior disruptions
- Familiarize him or herself with all children in the program and their families to better serve the needs of each individual family
- Monitor the growth and development of each child in the program
- Ensure any necessary discipline is administered in a Christ-like, consistent manner
- Maintain awareness and application of any health and safety issues for each child

Requirements

- Early childhood experience
- Flexibility
- Planning and coordinating
- Supervisory and management experience
- Initiative and ability to work independently
- Genuine love for children and families with Christ centered approach

Qualifications

- Bachelor's degree in Education with Early Childhood Certification preferred or;
- Associate degree in Early Childhood Development or;
- 60 semester hours of credit at an accredited college or university, 12 of which are in child development or education

Please contact Jill Kramer at 205-454-4708 or email jobs@hopelc.com for further information.