

Position Title: Early Childhood Center Director
Department: Administration
Position Status: Full-time, Exempt
Reports To: Senior Pastor
Work Hours: Coordinate coverage with Assistant Director
Hours of operation: 7:00 am – 5:30 pm

Mission: Growing loving followers of Christ through early childhood care and education.

Purpose: Cross View Early Childhood Center is a ministry of Cross View Lutheran Church. It exists to provide children a place where their faith can be nurtured in a safe and secure environment while experiencing a wide variety of learning experiences. Children experience success through freedom on exploration and adult guidance. We also seek to reach out into the community, meeting the needs of families and offering personal support. Just as Jesus “took the children into his arms, put his hands on them and blessed them”, we also accept all children into an atmosphere of caring Christian love.

We believe:

- ☐ Children are important to Christ. Jesus said: “Let the little children come to me and forbid them not, for such is the kingdom of God.”
- ☐ Each child is a unique creation of God, and we strive to help each child attain a healthy self-concept and individuality.
- ☐ Children learn best about God’s world through active experimentation and exploration.
- ☐ Play is a vehicle for learning and enables each child to progress through each developmental stage.
- ☐ Children should be provided a warm and loving environment that maximizes growth potential in the intellectual, physical, emotional, social and spiritual areas.
- ☐ Early childhood education is a ministry to children and their families.

Leadership Responsibilities:

- ☐ Foster positive relationships among students, teachers, parents, staff, congregation members and community through grace filled leadership;
- ☐ Maintain a safe physical and emotional environment for students and staff.
- ☐ Assure compliance with federal, state, and local licensing regulations.
- ☐ Assure compliance with Cross View Lutheran Church and Early Childhood Center governance and policies including personnel policies and financial best practices.
- ☐ Maintain health, safety, licensing, grants and accreditation standard records.
- ☐ Prepare accreditation renewals for Parent Aware every two years.

Administrative Responsibilities:

- ☐ Participate in the development, implementation, oversight and evaluation of annual strategic plans
- ☐ Work with the finance department to develop and manage the ECC budget.
- ☐ Attend weekly Director meetings
- ☐ Track all ECC donations through the Cross View Lutheran Church donation database.
- ☐ Oversee and manage new family tours, orientation, student enrollment, and family engagement.
- ☐ Lead the Early Childhood Center Advisory Committee.
- ☐ Monitor fee and tuition collection and coordinate timely deposits.
- ☐ Coordinate supply and equipment purchase, receiving, categorizing and timely payment.
- ☐ Responsible for employee payroll and grant allocation.
- ☐ Establish and supervise teacher assignments, classroom schedules, facility and equipment use.
- ☐ Establish and maintain staff and school calendars.
- ☐ Maintain student and program records including computer file back-ups, pictures, and financials.
- ☐ Take sick calls and reconfigures daily schedule for classroom coverage.
- ☐ Create a weekly staff absentee schedule and assigns classroom coverage.
- ☐ Track vacation and sick time.
- ☐ Manages contracts, emails, requesting substitutes, and payment of substitutes or substitute companies.

Curriculum Responsibilities:

- ☐ Serve as an instructional leader who support early childhood education best practice research.
- ☐ Design, implement, and maintain a Christ-centered, individualized curriculum, that maximizes personal learning and development.
- ☐ Plan and implement student ability progress assessments and identifies special needs.
- ☐ Substitute in a classroom when needed

Human Resource Responsibilities:

- ☐ Facilitate a positive, healthy, team-oriented work environment.
- ☐ Post openings, interview, and recommend candidates for employment to the Personnel Committee.
- ☐ Coordinate new hire enrollment with the Director of Finance and Administration.
- ☐ Plan and implement new hire employee orientation/on-boarding
- ☐ Design and implement a comprehensive staff development program.
- ☐ Conduct informal and formal annual employee performance reviews.
- ☐ Maintain employment records including staff attendance records, timekeeping and payroll records and documentation of employee performance issues.
- ☐ Prepare, provide and update staff job descriptions and provide copies to the Personnel Committee.
- ☐ Recommend annual employee salary adjustments to the Personnel Committee.
- ☐ Prepare and distribute an annual ECC Staff Handbook and Cross View Employee Handbook.

Public Relations:

- ☐ Prepare and distribute the ECC parent newsletter.
- ☐ Create enrollment information reflecting ECC philosophy and compliant with State and Federal regulations.
- ☐ Maintain parent communication regarding their child's progress and special needs.

Responsibilities Related to the Church:

- ☐ Coordinate facility usage, custodial needs and maintenance/repairs with the Director of Finance and Administration.
- ☐ Prepare a monthly Church Council report.
- ☐ Prepare an annual report for the January Voters' Assembly meeting.

Qualifications:

- ☐ A mature Christian faith and deep calling to the Lord's work.
- ☐ Has knowledge of the LCMS beliefs and teachings.
- ☐ A business mindset
- ☐ A positive attitude towards team ministry and collaborative management.
- ☐ A creative, innovative, and self-motivated person.
- ☐ Love and enthusiasm for working with children and families.
- ☐ Respect for individual personalities, tolerance, and flexibility.
- ☐ Commitment to personal self-growth.
- ☐ Bachelor's degree in Child Development, Early Childhood Education or related field or bachelor's degree in an unrelated field and at least 60 credits in Early Childhood Education or Child Development with at least nine credits in administration, leadership, or management or a Director's Credential.
- ☐ State of Minnesota Early Childhood certification.
- ☐ Minimum three years of Early Childhood teacher or Director experience.
- ☐ Minimum three years supervisory experience.

Revised: November 20, 2024