

Position Title: Early Childhood Center Assistant Director – Substitute Teacher  
Department: Administration  
Position Status: Full-time  
Reports To: Early Childhood Center Director  
Work Hours: Coordinate coverage with ECC 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.

Job Responsibilities:

- Use ProCare to set up family accounts and data.
  - Process weekly tuition
  - Furnish tuition statements upon request
  - Print reports
  - Balance monthly payments vs. church report
  - Process weekly bank deposits
  - Keep family data current
- Communicate with parents using in-person connections, Tadpoles, email, phone calls, parent information board, and monthly newsletter.
- Plan and implement special family events.
- Maintain classroom reports on separation, conferences, and attendance.
- Proof and send out classroom newsletters
- Give tours and provide new family orientation opportunities.
- Set up student files and confirm paperwork is complete per licensing requirements.
- Responsible for nutritional food program (CACFP) paperwork and submission of monthly claims using Clics2 website. Update annual CACFP forms and other forms.
- Order weekly meals through Trio Community meals and update menus as needed.
- Order classroom and center supplies
- Conduct fire and tornado drills and monthly crib inspections
- Serve in a substitute teacher up to 20 hours per week
- Assume program responsibility when the Director is absent.

- Other duties as assigned

Qualifications:

- A mature Christian faith and deep calling to the Lord's work.
- Has knowledge of the LCMS beliefs and teachings
- Classroom teacher qualified.
- Able to work a varied schedule from opening the center to closing the center.
- Proficient with numbers including basic bookkeeping.
- Proficient with computers; word, power point, publisher, excel, email.
- Able to problem solve.
- Enjoys being around people of all ages.
- Able to multi-task and stay on task with multiple interruptions

To apply: Send cover letter and resume to [Employment@crossview.net](mailto:Employment@crossview.net)

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