Director: Kingdom Kids Early Learning Center
Faith United Methodist Church • Goshen, IN
Mission: Making disciples of Jesus Christ for the transformation of the world
Vision: To become like the Good Shepherd for children and families
Supervisor: Senior Pastor, Governing Council

Job Description

Result Expected

As Kingdom Kids Early Learning Center (ELC) is a daycare ministry of Faith United Methodist Church, the ideal candidate will represent a shared vision of the church and the ELC. The director will craft a relevant Christian vision within the context of the church mission and vision. The Christian environment will be safe, loving, and nurturing with programs and curriculum reflecting the love of God. A good personal and working relationship with parents will be vital to the growth of the child as well as to the growth of the entire family.

Qualifications
1. College graduate with an Associate's degree or higher and minimum of 3 years of experience in a supervisory position
2. General working knowledge of computers and office programs
3. Ability to adapt and work well with children, students, staff, parents, and church personnel
4. Possess strong organizational and administrative skills
5. Puts God in the center of all decisions and relationships regarding the ELC.

Administrative Responsibilities include but not limited to:
1. Develop meal plans which includes ordering, picking up, and proper storage of food
2. Evaluate and schedule maintenance needs in the ELC designated areas
3. Ensure operations are running under state and local codes as mandated by fire inspections, state inspections, and IDEM
4. Carry out fire, tornado, and lock-down drills as required by state and local codes
5. Keep registrations up to date as it pertains to the Dept. of Homeland Security and Family Social Services Administration (FSSA)
6. Attend and/or lead church staff meetings, committee meetings, KKELC staff meetings, and other meetings as needed
7. Communicate with the pastor and staff as to needs and concerns that arise in the ELC
8. Communicate to the congregation, through digital and/or written media, regular ELC updates, special events, and ways parishioners can pray for, visit, and work with the ELC to develop a relationship as an important part of Faith's ministry.

Programming:
1. Have both academic and Biblical curriculum in place
2. Develop and assist in special programs such as annual Open House, Christmas program, and Pre-K graduation
3. Order classroom supplies as needed

Staffing:
1. Conduct regular staff meetings
2. Maintain staff records including tracking vacation and sick time
   a. hiring and termination
   b. complete annual evaluations and classroom observations
   c. handling of personnel situations with confidentiality
   d. required certifications and training (CPR, First Aid, Universal Precautions)
   e. conduct background checks and fingerprinting as required by the state of Indiana
3. Maintain a full staff to meet ratio requirements
4. Develop a good working relationship with staff, show regular appreciation, and make each member feel they are part of the team
5. Fill in as needed during absences

Students/Parents:
1. Communicate with parents via digital and/or print for the notification of special events and changes to policies at the ELC
2. Communicate with parents regarding their student via digital and/or print using the established file folder boxes for behavior, attendance, parent/teacher conferences, etc.
3. Develop class lists for each new school year
4. Maintain students' files to include up-to-date medical records as required by the state
5. Develop and maintain a good working relationship with parents

Financial Duties:
1. Develop and work within an annual budget
2. Propose staff salaries, raises, and bonuses for approval
3. Turn in all receipts, time cards, bills, etc. to the church treasurer weekly
4. Enter weekly tuitions into the system, send receipts, past due notices, and year end tuition reports to parents

Additional duties as assigned by the pastor and/or governing council