



ALL GOD'S CHILDREN
LEARNING CENTER

November 2022

Position: Director of the Early Childhood Development Center

Organization: All God's Children Learning Center

Job Summary:

In this role you will partner with parents, teachers, AGCLC Board, and Valley of Peace Lutheran Church to ensure solid foundational education for all in a safe, loving, and caring environment. The AGCLC Director is accountable for overseeing all center operations and administration. The Director ensures that the center maintains compliance with federal, state and AGCLC policies and procedures, assesses ongoing enrollment, marketing needs, financial health of the program, and partners with the Board of Directors to maintain a healthy and inviting program. The Director keeps the value of Christian education in focus for all staff, as well as for the children enrolled at the center.

Core Accountabilities include but are not limited to:

- Works with staff to plan age-appropriate curriculum, meeting the program goals of the school.
- Develops and maintains strong working relationships with the Board of Directors, Valley of Peace Lutheran Church, all state licensing authorities, parents, staff and community contacts.
- Manages and develops the educators such as teachers, aides, and other AGCLC staff and volunteers.
- Assists the Board of Directors in annual budget development, manages the budget, and communicates with the Board on the financial health of the organization.
- Facilitates marketing, recruitment, and parent tours to maintain full enrollment, ensures a positive reputation in community.
- Ensures that the facility and operations meet all licensing requirements, recommends needed improvements, and works with other groups to coordinate the use of shared space.
- Ensures that required paperwork and records are completed on a timely basis and maintained in an organized manner.
- Works closely with the Valley of Peace pastor and staff in developing the shared ministry of AGCLC and VOP.
- Fosters the faith development of the children, and supports the staff in their faith journey, making God's love known in understandable ways to children, parents and staff members.

Job Qualifications

Required:

- Minimum of 3 years of management experience in a licensed childcare facility, including but not limited to hiring, developing, and retaining ECE teachers, aides, and staff.
- Experience helping to manage the business side of childcare, balancing the organization's financial and center development goals
- Meets all requirements for a Director as outlined in the DHS Rule 3 Licensing Manual
- Able to function as a teacher and meet the qualifications of a teacher specified in Child Care Center Statutes and Rules, part 9503.0032.

- Experience with overseeing state licensing regulations Rule 3, staffing, enrollment and budget management.
- Experience with office administrative technology such as Microsoft Office Suite, Google Docs, Google Drive etc.
- Documentation of current First Aid and CPR certificates within 90 days of employment.
- Knowledge of the principles of early childhood education, and of the spiritual, social, emotional, cognitive and physical needs of young children.
- Ability to perform the physical functions of the position, including communication, visual supervision and lifting 35 lbs.

Preferred:

- Previous experience as a Director in a child care center
- Excellent communication and interpersonal skills
- Bachelor's Degree in Early Childhood Education, Primary Education, or in a related field.
- Willingness and ability to learn new things
- Conflict management skills rooted in achieving positive outcomes
- Interest in exploring new approaches, programs, and technologies in early childhood development, people leadership, and relationship management

About Us

All God's Children Learning Center (AGCLC) is an extension of the ministry of Valley of Peace Lutheran Church in offering families a loving, caring environment in which their children can grow, learn, pray and worship, a place where all God's children are welcome. AGCLC is a non-profit childcare center that welcomes children from ages 6 weeks to 5 years. We are currently in search of the center Director position that is experienced in, and passionate, for early childhood education in our connected, loving community.

Benefits

All God's Children Learning Center offers a generous benefits package to all employees that are scheduled to work 20 hours per week or more.

- Life insurance
- Long Term Disability
- AD&D and Vision insurance are provided at no cost to the employee
- Excellent Health and Dental insurance are offered on a cost share basis
- A 403b retirement plan is offered, with employer match
- 50% off tuition for enrolling children
- Employer paid continuing education
- Paid Time off and paid holidays

Salary Range

\$54,000 - \$58,000/yr

Please submit your resume and cover letter to agclcbboardofdirectors@gmail.com