

**GRACE LUTHERAN MINISTRIES CDC, HUNTSVILLE, AL
SPECIFIED JOB DESCRIPTION**



POSITION: Director of Child Development Center

ACCOUNTABLE TO: Principal/ CDC Board of Directors

PURPOSE: To serve the congregation by directing, coordinating and guiding the Child Development Center educational ministry of the church and providing leadership, supervision of staff members and volunteers involved in the ministry.

PRIMARY DUTIES AND RESPONSIBILITIES

General Responsibilities:

1. Uphold the Guiding Principles and Mission of Grace Lutheran Ministries
2. Perform these services according to the Word of God and the teachings of The Lutheran Church-Missouri Synod
3. Promote a positive Christian environment and respond to the individual needs of students/children
4. Support the personal, social, intellectual, and faith-lives of students/children
5. Communicate effectively with members of the Grace Lutheran community
6. Work effectively with parents, faculty, staff, and church members
7. React to change productively and handle other tasks as assigned
8. Support the Lutheran School system

Position Responsibilities:

CDC Staff Management Responsibilities

1. Supervise, train, provide direction, monitoring, and support of Child Development Center staff members, including:
 - * New Staff Orientation
 - * In-Service programs
 - * Continuing education
 - *Coaching, remediation, and/or removal of personnel
 - * Monitor proper ratio of staffing per classroom
 - * Teaching demonstrations
2. Interview and hire personnel for Child Development Program
3. Develop and train a pool of competent substitute teachers to ensure continuity of program
4. Oversee, evaluate, and provide professional development opportunities to Child Development Workers.
5. Serve as lead teacher to model appropriate teaching techniques as needed
6. Approve bi-weekly time sheets of all hourly workers within the CDC program to business office
7. Recommend probation, suspension and or removal of child development personnel to principal

CDC Operations Responsibilities

8. Assign students to classes adhering to state laws regarding teacher/student ratio
9. Ensure that the CDC meets DHR requirements
10. Establish CDC goals and objectives based on the vision of the educational ministry by prioritizing related programs, delegating tasks, and evaluating progress regularly
11. Prepare annual budget to submit to CDC Board

(Initial)

(Date)

12. Review and select curriculum and educational tools for the Child Development Center that reflect accreditation standards and prepare students for Grace's next learning level through collaboration with staff and principal
13. Provide age-appropriate equipment and supplies for each classroom; making purchases within the approved budget
14. Ensure the safety and cleanliness of the facility. Notify appropriate personnel of repair/maintenance/cleaning needs
15. Assist in making sure the school office has all the up-to-date information on each child enrolled, including emergency information and record of current immunization status.
16. Prepare and submit along with the Principal annual immunization report to state's Department of Health
17. Develop, coordinate, and implement procedures for admission and appropriate placement of children based on accreditation guidelines with the admissions counselor

Communication and Parent Relationship Responsibilities

18. Communicate the goings on of the CDC program to the parents and congregation of Grace, as well as the community alongside the Principal
19. Develop positive relationships with CDC families
20. Respond to inquiries concerning the program; share information as needed
21. Assist Principal in maintaining a parent handbook to communicate program policies and procedures
22. Counsel with parents as necessary

Leadership Team Responsibilities

23. Work with the CDC Board to carry out the church's educational ministry
24. Exhibit leadership skills including strategic thinking, managing multiple priorities, organizational abilities, team building, and the ability to meet deadlines and manage details
25. Respond with professionalism in addressing highly sensitive matters
26. Support policies and procedures established by the CDC Board of Directors and congregation
27. Maintain a positive working relationship with the staff, principal, visitors, and community
28. Attend staff meetings and retreats
29. Cooperate with the Principal by performing any other duties when asked to do so

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