

## **Job Description for the position of Director of The Learning Center At East Naples United Methodist Church**

<b>Ministry Area:</b>	Children and Family Ministries
<b>Position Title:</b>	<u>Director of The Learning Center</u>
<b>Supervisor:</b>	Senior Pastor
<b>Reports to:</b>	Senior Pastor, The Learning Center Board of Directors, and the Church Council
<b>Position Status:</b>	Full-Time, Salaried
<b>Mission:</b>	To make disciples of Jesus Christ for the transformation of the world.

### **Purpose**

The Learning Center is a ministry and mission of East Naples United Methodist Church. The Learning Center Director (“LCD” or “Director”) is responsible for the overall, day-to-day management of The Learning Center (“TLC”). The Director is to manage all facets of TLC child development program and staff in compliance with policy guidelines established by TLC Board of Directors. The Learning Center Director is charged with the overall responsibility for TLC when it is in operation and shall be available on a twelve-month basis. The Learning Center Director also coordinates with the Senior Pastor of the church and is an active member of the East Naples United Methodist Church Staff to constantly build a relationship between TLC Preschool Families and the Church congregation.

### **Job Responsibilities and Duties**

Responsibilities and duties include, but are not limited to, the following:

1. Administer the day-to-day operation of TLC in keeping with established Christian philosophy and all TLC Policy Handbooks.
2. Enroll children in compliance with TLC policies and track enrollment waiting lists.
3. Interview parents of prospective enrollees, arrange a tour of the Center, classroom visits when appropriate, and provide whatever information is requested or needed.
4. Plan and hold orientation for both children and parents.

5. Distribute the Parent Handbook to parents, to familiarize them with the policies of TLC program.
6. See that all needed forms are completed and filed for each child enrolled.
7. Plan and equip space, indoors and outdoors; initiate and maintain inventories of equipment and supplies. Supervise maintenance, repair, and replacement as appropriate.
8. Supervise and arrange for cleaning and care of space used.
9. Be knowledgeable of community resources when referral is needed to help families with physical or emotional problems.
10. Be on premise during all times the program is in session or designate a qualified subordinate as a "person in charge" according to DCF rules and regulations. Maintain availability through cellular phone.
11. Be physically able to lift 50 lbs., to lift children and care for children on an "as needed" basis.
12. Meet with TLC Board monthly, prepare and maintain all required records & reports, and provide information requested by the Board/Senior Pastor
13. Establish a curriculum outline for teachers.
14. Review weekly lesson plans.
15. Understand, implement, and maintain School Readiness program for children and their concerns.
16. Understand, implement, and maintain VPK program for children and their concerns.
17. Keep abreast of new research and developments in education and child development.
18. Recruit, supervise, and train personnel in the best interests of the program. Keep TLC Board and Church Leadership Team (CLT) advised of any significant program changes. Pass out the Employee Handbook and the Daily Operation & Procedures Handbook to all new staff. Revise the Handbooks and all pamphlets when policy changes are made. Make sure the Board receives revised Handbooks.
19. Collaborate with the Senior Pastor and Staff Parish Relations Committee (SPRC) to interview and hire personnel, conduct annual evaluations of staff, and make recommendations on staffing issues within the TLC.
20. Collaborate with Trustees, Office Manager, Facilities Manager, and CLT to schedule use of select spaces for classes, activities, and events.
21. Collaborate with Office Manager and/or Communications Team to create broader exposure and participation in TLC (i.e., ENUMC's website, Eblast, social media, newsletter, signage, community events, and speaking engagements).
22. Plan and conduct staff meetings.
23. Keep Senior Pastor informed of program, staff & parent concerns, and provide reports as requested.
24. Attend church staff, church leadership team (CLT) and formation meetings.

25. Be attentive to strengthening the relationship between TLC families and the church congregation.
26. Be available to assist teacher, as needed, with classroom management, parent involvement and other areas of concern.
27. Collect weekly tuition payments, record, and turn into the Church Bookkeeper for deposit. Maintain all payment records. Provide tax information for each family. Collect late fees when necessary.
28. Maintain, plan, and implement ways for staff to meet DCF training requirements and professional growth.
29. Keep parents informed of TLC program activities, new policies, upcoming events, and church life.
30. Develop and coordinate quarterly program activities, in collaboration with children's and worship ministries, that intend to attract new families to ENUMC.
31. Be available to counsel parents and to make referrals to church pastors, as needed.
32. Be aware of what is happening in classrooms by establishing a relationship which allows for daily visitation.
33. Help teachers plan for a balanced program concerned with spiritual development, good health habits, good nutrition, safety in all activities, fire and storm drills, rest and relaxation, academic growth, physical activity, and other identified need of children
34. Be aware of children with special needs and adapt the program to include them whenever possible.
35. Develop and coordinate opportunities for TLC families and church members to actively participate in the Learning Center.
36. Organize an annual cleaning day.
37. Participate in community events which highlight advocacy for children and families.
38. Pursue continued training in the field of children's programs.
39. Prepare metrics and progress data, which will summarize the learning progress of academic performance and milestones.
40. Prepare and distribute interim progress reports for parents and make recommendations for improvement and/or development.
41. Additional duties outlined by TLC Board and/or the Senior Pastor.

### **Education, Experience, and Certification Requirements:**

The ideal candidate:

- At minimum one of the following:
  - Bachelor's Degree in Early Childhood or Elementary Education
  - Associate degree in Childhood Development
- Experience in educational setting and/or childcare
- Experience in a supervisory role
- Engage in regular Christian spiritual formation practices such as prayer, the sacraments, study/meditation, generosity, weekly worship, and participation in the life of ENUMC
- Be or demonstrate a willingness to become familiar with United Methodist history, polity, doctrine, and tradition
- Possess excellent organizational, communication, leadership, and listening skills
- Possess the ability to critically identify, evaluate, and determine resolution to problems
- Possess and demonstrate the ability to be a team player, self-disciplined, able to adapt, exercise initiative, and work independently
- Have a passion for ministry with children and families

### **Licensure and/or Certification Requirements:**

- Possess Staff and Director Credentials through DCF and meet the State of Florida licensing standards for Childcare Director.

### **Spiritual Gifts (God given gifts valuable in completing job duties):**

- Administration – organizing people and ministries efficiently
- Encouragement – encouraging others to grow in their faith
- Hospitality – make others feel welcome and at ease
- Leadership – motivating and inspiring others

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