



Columbia County Christian Learning Center

Job Description: Learning Center Director

Objective: To create, direct and coordinate the ministry to young children. The quality of the program should be aimed toward accreditation standards. Provide leadership to and supervise staff members and volunteers serving in the ministry.

Qualifications:

Bachelor's degree from an accredited college or university in early childhood or related field and 1 year experience with children
Meet state requirements for director position
Hold ACSI early education director certification or be willing to complete the requirements for certification
Complete the ACSI Principles and Practices of Christian Early Education within second year of employment
Director's Credential for Keystone Stars
Maintain current Infant/Child CPR and first aid certification

General responsibilities:

Demonstrate evidence of regeneration and spiritual growth
Study and be prepared in both Spiritual and academic matters
Understand and implement the philosophy and objectives of the Learning Center
Demonstrate love for all people, especially for the children
Be equipped to share the Gospel of Jesus Christ
Maintain honest communication with administration, staff and parents
Work as a team member with a non-divisive attitude
Seek to resolve conflicts and difficulties directly and biblically – follow the Matthew 18 principle in dealing with conflict

Specific responsibilities:

Oversee compliance with the requirements for state licensing
Determine ongoing community needs
Plan the budget and monitor finances
Perform administrative tasks necessary to the operation of the Learning Center: IE- adequate staffing, employee work schedules, arrange for substitutes and volunteers, conduct staff meetings
Communicate regularly with CCCLC staff and the CCCS board
Purchase and maintain equipment and supplies
Hire, train, evaluate and dismiss staff
Written evaluation of staff persons on a yearly basis
Provide professional development opportunities
Maintain positive relationships with the children enrolled in CCCLC and their families
Monitor health and safety standards
Actively evaluate the program and implement quality improvement
Maintain relationships with regulating agencies
Develop and maintain the instructional program
Designate a staff person who is responsible for compliance in the director's absence

Staff signature

Date