

DIRECTOR OF THE EARLY LEARNING CENTER AT GLENSHAW PRESBYTERIAN CHURCH

POSITION DESCRIPTION

Overview

The Director of the Early Learning Center at Glenshaw Presbyterian Church (ELC) is responsible for the overall quality and day-to-day operation of ELC in accordance with PA Code 3270. The ELC is a ministry of the Glenshaw Presbyterian Church (GPC).

Qualifications

- A Bachelor's degree or equivalent experience in early childhood education, child development, or a related field.
- Experience directing a child care center.
- Skills and experience to supervise staff and administer all aspects of the Center, in accordance with the Pennsylvania Code for Child Care Centers. (55 PA Code, Chapter 3270 (Child Day Care Centers, §§ 3270.1--3270.119)

Relationships

The Director of the ELC reports to the Pastor of GPC and is responsible to the ELC Board.

Responsibilities

1. Adhere to the Safe Church Policy of GPC.
2. Interview, hire, train, assign, schedule, coordinate, supervise and be responsible for the activities of the ELC staff to produce a positive, cooperative, and nurturing environment for the children.
3. Maintain open communication with parents regarding child related concerns, appropriate developmental information and learning outcomes.
4. Direct the maintenance of all individual files for each child ensuring that all required paperwork and contact information is up to date.
5. Assist with care-giving activities, as child attendance and staffing levels dictate.
6. Purchase and maintain supplies and equipment under the direction of the ELC Board.
7. Perform other duties and activities as are appropriate to assure the overall quality of the ELC program in partnership with the GPC.
8. Review and approve time reports for ELC staff. Maintain staff files and keep current on annual requirements (e.g., health assessments and hours of continued education).
9. Working in concert with the Business Manager of GPC, administer the financial activities of the ELC, and together with ELC board establish the annual budget.
10. Serve as the primary point of contact on behalf of the ELC in communication with all external parties (e.g. parents, church and custodial staff, other child care professionals, certifying agencies, local police)
11. Work with the ELC Board to address ELC concerns in a timely manner as they arise
12. Lead monthly staff meeting with the ELC staff for ongoing training
13. Participate in bi-weekly GPC staff meetings and monthly ELC Board meetings.
14. Complete 15 hours of professional training per year.
15. Conduct a yearly assessment of the program and staff
16. Maintain membership in professional organizations
17. Write an annual report of the ELC activities to be included in the GPC's annual report to the congregation.
18. Communicate and work efficiently with the Properties Committee and the Custodial staff on issues of building care and maintenance.
19. Manage all community relation functions including ELC advertising and enrollment promotion.