

# Resurrection & Life Lutheran Learning Center Director

- 1. Leader of Planning and Launching Learning Center (Expanding Preschool, Add Child Care for Infants and Toddlers, Enhance After School Care, and Add Summer Session Care)**
  - A. *Develop plans for the Learning Center keeping the Mission Statement, vision and objectives in the forefront.*
    - i. Develop harvest plan for connecting families with the congregation, the church, the Means of Grace
    - ii. Work with Congregation Leadership Teams to determine the governance structure including board/committee manual, job descriptions for board/committee members, orientation
    - iii. Review building and facilities requirements including both indoor and outdoor spaces
    - iv. Designate a tentative building usage plan (for an established building)
    - v. Create an annual budget and determine future tuition rates for future phases
    - vi. Develop a marketing plan and materials: the website, written materials, promotional pieces, social media information
    - vii. Work with the licensing agencies for site visits and written policies
    - viii. Continue to communicate plans with the congregation and any other stakeholders
- 2. Leader of Learning Center Program Climate**
  - A. *Responsibilities as spiritual leader*
    - i. Provide opportunities for spiritual growth of staff
    - ii. Provide ways to incorporate Learning Center families into church and church families into Learning Center
    - iii. Foster Christian community for staff, children and families
    - iv. Provide referrals for Christian counseling and resources for staff and Learning Center families
  - B. *Responsibilities for Learning Center environment*
    - i. Equip indoor and outdoor areas to reflect Christian environment
    - ii. Provide environment appropriate for young children
    - iii. Plan age-appropriate, Christ-centered, faith-integrated curriculum
    - iv. Maintain positive relationships among children, teachers, parents, congregation, and community.
- 3. Manager of Preschool, Child Care, After School Care, and Summer Session Care**
  - A. *Carry out mission and purpose of programs; further the vision of Resurrection & Life Lutheran*
    - i. Recommend policies according to purpose of programs
    - ii. Participate on board that administers programs
  - B. *Assume responsibility for finances*
    - i. Assist in preparing annual budget
    - ii. Operate within budget
    - iii. Purchase equipment and supplies
    - iv. Prepare monthly/yearly financial reports
    - v. Arrange for collection and deposit of fees and tuition
    - vi. Handle petty cash
    - vii. Assist with payroll processing
  - C. *Serve as liaison between congregation and programs*
    - i. Represent programs in congregational activities
    - ii. Inform congregation of programs orally or in writing
  - D. *Maintain communication and relationships with parents*
    - i. Develop systematic parent-school communication (newsletter, bulletin, web site)
    - ii. Orient parents to school policies and procedures
    - iii. Plan/administer parent education/fellowship programs

- iv. Maintain parents' library or resource center
  - v. Inform parents of progress and special needs of children
- E. *Enhance community relationships*
- i. Welcome visitors; plan informative and pleasant experiences
  - ii. Sponsor service events for the community
  - iii. Attend professional educational events and community gatherings
  - iv. Maintain liaison with local, state and federal government to support legislation regarding early childhood education
- F. *Recruit and enroll new children*
- i. Promote Learning Center in congregation and community
  - ii. Interview parents of prospective children
  - iii. Provide enrollment materials that define the program
  - iv. Create and maintain publicity materials and activities
  - v. Orient newly enrolled children/make home visits
- G. *Supervise and assist staff*
- i. Prepare job descriptions for teachers and helpers
  - ii. Recruit and hire staff with board approval
  - iii. Provide staff orientation
  - iv. Periodically review staff performance; assist staff members to set goals for spiritual and professional growth
  - v. Plan staff work schedule
  - vi. Arrange substitute help as needed
  - vii. Lead regularly scheduled staff meetings
  - viii. Plan and conduct periodic in-service training for staff
  - ix. Help staff prepare program plans
  - x. Plan and implement procedures to keep accurate classroom records
  - xi. Prepare and update staff handbook
  - xii. Keep personnel records
  - xiii. Develop and maintain resource library for staff
- H. *Administer all aspects of programs*
- i. Contact state and local regulatory agencies; conform to and exceed all regulations
  - ii. Handle all administration and conflict-resolutions related to programs
  - iii. Maintain student and program records
  - iv. Define policies of admission, attendance, payment of fees, educational goals
  - v. Periodically evaluate own work as director
  - vi. Plan and implement plan for personal professional growth
  - vii. Plan periodic reports related to the state of the Learning Center
  - viii. Keep informed of current Learning Center issues and developments
  - ix. Participate actively in professional organizations
  - x. Maintain professional library
  - xi. Plan schedule of administrative responsibilities
  - xii. Schedule use of shared space and equipment
  - xiii. Schedule responsibilities of teaching staff
- I. *Maintain proper conditions for health and safety*
- i. Keep health history/immunization records for children and staff
  - ii. Contact agencies to help children who have special needs
  - iii. Maintain referral system for children who have special needs
  - iv. Plan and purchase foods for healthful snacks
  - v. Monitor all building, classroom and playground conditions to ensure safety
  - vi. Schedule fire and disaster drills and maintain records
  - vii. Keep emergency numbers, procedures, and evacuation routes posted

- viii. Keep fire extinguishers operable and train staff to use
- ix. Maintain First Aid kit and review accident log
- x. Provide staff training of health and safety issues annually