



Job Description

Director of Early Childhood Education

This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements.

1. Relationship to Board

1. Serves as chief administrator of the child education component of the school. Works in conjunction with the board of directors and the administrator of the adult education component of the school to implement the mission and vision of Foundations as defined by the board of directors.
2. Ensures that the mission, vision, policies, procedures and guidelines of Foundations and our accrediting and granting agencies are met or exceeded. When Foundations requirements or guidelines are higher than outside agencies, Foundations guidelines are followed.
3. Gives input to the board of directors on policies and procedures and supports all board policies, decisions and directives. Develops processes to implement them.

2. Spiritual Leadership

1. Implements the mission and vision for the spiritual tenor of Foundations as a Christ-centered, evangelical ministry aimed to draw all those associated with Foundations to Christ.
2. Leads and encourages the faculty, students, and parents in their spiritual growth individually and corporately.
3. Facilitating connection between Foundations families and Bible-believing churches in the community
3. Monitors and communicates family and child spiritual growth related to Foundations.

4. Relationships

1. Establishes and maintains good communication and relationships with the Foundations board of directors, faculty and staff, families, volunteers, donors, community and ministry partners and granting and accrediting agencies.
2. Ensures that the mission and vision are reflected and implemented by the faculty and educational staff in a godly manner, without discord, following biblical directives for interaction and conflict resolution (Matthew 18). The director does so through modeling and through formal and informal

direction as necessary.

3. Participates in community organizations related to Foundations educational and spiritual mission.

5. Program Implementation

1. Communicates with the board, faculty, staff, families and the community about current standards, practices and political issues regarding development during the first five years and the long-term effects of early intervention and education.
2. Makes recommendations to the board of directors regarding developing and implementing policies, programs, curricular and extra-curricular activities, and budgets to promote the safety, well-being, educational and spiritual growth of each student and parent or guardian.
3. Ensures that all activities conducted in the educational component of the school are done within the mission, vision, policies, procedures and guidelines of Foundations and our accrediting and granting agencies.
4. Oversees all programmatic curricula for the day, after-school care (ASC) and summer programs.
5. Oversees student progress and ensures all efforts are made for each child to be prepared for kindergarten by the end of 4K. This includes being responsible for ensuring that each student receives individualized assessment and works with families to facilitate early intervention in a timely manner as needed.
6. Oversees the completion, accuracy and timeliness of all documentation required for Foundations and our accrediting and granting agencies. This includes the acquiring, developing and maintaining of forms and reports to be used for those purposes.
7. Makes recommendations to the board regarding the enrollment process and enrolls families into Foundations that will participate in both the child and adult components of the program.
8. Oversees the ordering of all materials, supplies, and equipment necessary to carry out the day-to-day operation of the school, as well as maintaining all related records.
9. Oversees payroll, benefits and staff leave.
10. Oversees all tuition and fees.
11. Works with the board of directors on the budget, ensuring expenditures are within budgetary guidelines and follow Foundations and accrediting and granting agency requirements for budget approvals and reporting.
12. Gives input as requested to the board of directors and other staff to help with communication, development and funding issues.

6. Accreditation

1. Ensures all current accreditations are maintained and regulations are met.
2. Works with the board of directors on acquiring additional accreditations.

7. Staffing

1. Participates in the hiring of educational staff and is responsible for their orientation, supervision and training.
2. Ensures the mission, vision, goals and policies and procedures are

- communicated to and carried out by the faculty and educational staff.
3. Provides input to the board about HR processes and procedures and implements all as laid out by the board of directors.
 4. Oversees the faculty and involves them in the development of specific curricular objectives to meet the needs of individual students.
 5. Makes annual recommendations to the board of directors about staff retentions, dismissals and salary increases based on staff evaluations.
 6. Plans and provides professional development for the faculty and educational staff.
 7. Provides input to the board regarding changes in staffing needs, such as the need for additional positions.
 8. Ensures that faculty and staff function efficiently and work as unto the Lord for His glory.

8. Family Engagement

1. Facilitates the formal and informal parenting components of Foundations within the vision and guidelines laid out by the board of directors.
2. Provides input to the programs and curricula committee on the formal parenting components.
3. Develops and facilitates the informal parenting components of Foundations.
4. Oversees the development and distribution of materials related to the parenting components, including advertising and program materials.
5. Recruits and enrolls families into Foundations that will participate in both the child and adult components of Foundations.
6. Maintains participation expectations from the families in both the adult and child components of the program.
7. Works with the programs committee each year to set the calendar of parent involvement events for the following academic year.
8. Ensures that families are communicated with about all important issues in a timely and appropriate manner.

9. Program Metrics and Reporting

1. Maintains all programmatic and HR documentation required by Foundations and accrediting and granting agencies.
2. Gives input to the board regarding yearly objectives for the instructional and extracurricular programs of the school, including day, after-school, spiritual, parent, and extracurricular activities.
3. Ensures that all instructional objectives are implemented, measured, monitored, and met on a continual basis. This includes a variety of narrative and statistical reports, and special studies. If there is an issue with an objective, the director is responsible to communicate with the board about the issue and to come up with possible solutions.
4. Communicates all necessary program analyses accurately, efficiently and in a timely manner to the board of directors or other staff.
5. Makes changes based on program evaluation data within procedures and guidelines of Foundations and accrediting agencies.
6. Communicates parent and child outcomes of Foundations to the board of directors, development staff and the community as requested.

10. Facility Management

1. Ensures that the facility and equipment in the facility (computers, technology, copiers, smart boards, etc.) meet Foundations and accrediting agency requirements and are maintained and sufficient to meet the needs of faculty and educational staff.
2. Ensures the cleanliness, organization and professional environment of the facility, including the grounds of the facility associated with Foundations.

11. Program Expansion

1. Facilitates the development of Foundations toward the full vision of serving families with children age 0-4 years.

12. Urban Ministry

1. Communicates with the board, faculty, staff, donors and volunteers about conducting ministry in underserved communities.
2. Conducts the ministry within guidelines for best practices for serving in underserved communities.
3. Participates in developing and maintaining relationships within the community that the ministry serves, utilizing community resources when possible and appropriate.
4. Develops and maintains relationships with Bible-believing churches, especially in the community served. Facilitates relationships between the families attending Foundations and those Bible-believing churches.

13. Community Education

1. Communicates about issues related to Foundations to the community.
This includes:
 - a. The mission, vision, core values and philosophy
 - b. The benefits and difficulties associated with conducting ministry in underserved communities
 - c. The importance of development during the first 5yrs of a child's life
 - d. The benefits of investing in education and early intervention during the first five years of life
 - e. Foundations program outcomes

Preferred Applicant Qualifications

Spiritual Development

1. Profess to being a committed believer in Jesus Christ who agrees with Foundations' Statement of Faith without reservation and whose lifestyle is consistent with Foundations' Call To A Higher Standard
2. Have a history of membership in good standing of a local Bible-believing church
3. Have a history of a personal walk with the Lord with the ability and desire to articulate his or her testimony to individuals and to the community
4. Have a heart to run Foundations as a ministry to parents and children, being willing and able to facilitate programming designed to draw families to the Lord and to grow them in the Lord

Interpersonal Skills

5. Have a heart of sincere love for the community, families, children, faculty, board of directors, volunteers, and donors
6. Act as a peacemaker following Biblical guidelines for conflict resolution and ensure staff does the same
7. Be able to work effectively with the board of directors, staff, families and the community

Ministry Experience

8. Be able to conduct all responsibilities within best practices for serving in a culturally diverse, under-resourced community
9. Be a skilled advocate in articulating a deep understanding of a Biblically informed philosophy of Christian preschool education in underserved communities
10. Be able to educate and train staff about best practices for implementing Foundations' mission and vision

General Administrative Abilities

11. Be willing and able to complete all job requirements within the mission, vision, philosophy, values and policies set out by the board of directors
12. Have experience working effectively with others as a team to achieve goals
13. Have excellent written and verbal communication skills
14. Be an individual who is highly organized, self-motivated, attentive to detail, and able to prioritize tasks
15. Be able to develop personal and programmatic goals for the ministry
16. Be able to measure, assess, report and modify the program based on measured results
17. Have experience participating in funding and development activities
18. Have knowledge and skills regarding fiscal oversight
19. Have excellent computer skills and knowledge of relevant software
20. Be flexible and adaptable, and able to assess and solve issues that arise within the mission and vision for the ministry

Preferred Education and Experience

21. Earned Master's degree from an accredited college/university or equivalent work experience
22. Experience as a Christian preschool administrator
23. Experience as a Christian preschool teacher
24. Experience serving in underserved communities
25. Extensive knowledge about current practices regarding development during the first 5 years, early intervention and education and its long-term effects