

Position Description

Position Title: Director

Immediate Supervisor: Grace Christian Children's Center Board of Directors

Job Summary: *The Director is responsible for advancing the mission and values of the Center while ensuring the safety and care of all children entrusted to the Center.*

- **Carry out the mission and purpose of the programs**
Further the mission of Grace Christian Children's Center – "Where caring people enrich the lives of children and families through Christ-centered learning".
- **Supervise and Assist Staff**
Prepare job descriptions for staff members, recruit and hire staff to fill vacancy needs, assist staff to set goals for professional growth and career development, assist staff with continuing education courses to further their growth with the Oregon Registry, staff scheduling (arrange for substitute as necessary), conduct monthly staff meetings, oversee curriculum development, plan and implement procedures for keeping accurate student records, prepare and update staff policy manual, maintain current personnel records, make sure that all staff remain current in all State license requirements (Criminal Background Registry, CPR/1st aide, Food Handlers, etc.)
- **Relationships and Team Building**
Maintain strong relationships with Pastor, Congregation members, the GCCC Board of Directors, Grace Lutheran Church Council members and GCCC staff members to integrate the programs into the larger purpose of the school and church.
- **Maintain communication and relationships with parents**
Develop parent/school communication such as newsletters, curriculum calendar, flyers, etc., Orient parents to school policies and procedures, plan and conduct parent education and/or fellowship programs, keep parents informed of progress and needs of individual children.
- **Serve as a liaison between the congregation and the programs**
Keep them informed of programs through oral and written communication.

- **Enhance Community Relationships**

Welcome visitors to GCCC and plan useful and pleasant visiting experiences, attend and participate in professional associations, lectures, educational events and community gatherings that may pertain to early childhood education, arrange events sponsored by GCCC that are a service to the local community, stay informed about local, state and federal legislation regarding early childhood education issues and changes in our community.

- **Recruit and Enroll New Children**

Promote the programs of GCCC in the community, interview parents or prospective students, provide enrollment materials that reflect the goals of the program, create and maintain an advertising program that includes promotional brochures, materials and activities (e.g. open house, social media, activity flyers and information)

- **Develop policies and procedures**

Assures that the Center remains in compliance with all of the requirements of the governing regulatory bodies (Oregon Office of Child Care, Scappoose Fire Department, Public Health and Safety). Maintain Lutheran Accreditation with NLSA.

- **Manage Finances**

Assist in preparing the annual budget, purchase equipment and supplies, prepare monthly tuition invoices, collect fees and tuition, maintain student financial records in Quickbooks system, handle petty cash.

- **Maintain Proper conditions for health and safety**

Keep health history and immunization records for children, complete an annual "immunization audit" for the Columbia County Public Health Department, plan and arrange the monthly menu and grocery list of healthful food and snacks, monitor all classroom and playground conditions to ensure safety.

- **Maintain Confidentiality**

- **Other Duties as Assigned**

Will carry out any other functions deemed necessary by the Board of Directors