



## **POSITION: Director, Lake Forest Church Child Development Center**

### **Mission**

The Lake Forest Church – Child Development Center (LFC-CDC) is intended to serve our community with a 5-star rated Christian preschool environment. The Center’s mission includes serving a socially and economically diverse population of children and families, by providing up to 50% of enrollment with a sliding scale scholarship. Before and after-school care will be provided for enrolled working families.

### **SUPERVISION RECEIVED**

Works under the direction of the Lead Pastor of LFC-Huntersville.

### **SUPERVISION EXERCISED**

All other staff of the Weekday Preschool Ministry as well as any ministry volunteers.

### **QUALIFICATIONS**

Education: Minimum B.A. in Early Childhood Education or Elementary Education, Master’s Degree preferred.

Experience:

- At least five years as a Director or Assistant Director of a large church preschool program or equivalent experience.
- Experience in a 5-star center going through rated licensing scales.
- Experience in preparing and managing a budget, writing grants, and fundraising
- Classroom teaching experience in early childhood education; infants through pre-kindergarten

Skills:

- Level III administrator according to North Carolina guidelines
- Qualified ITERS-R assessment and ECERS-R assessment evaluator
- Experience developing and directing early childhood programs and acceptance of diverse student populations
- Strong organizational skills
- Ability to understand and manage the complexities of a Christian-based preschool program and shared space in a large vibrant church setting
- Ability to establish and maintain good interpersonal relationships with parents, children, and staff
- Ability to foster a high level of collaboration among teachers, parents and church staff, thereby enabling them to create and maintain a high quality preschool program
- Exercise sound, mature, Christian judgment and represent the ideals of Lake Forest Church

- Maintain confidentiality of sensitive information without exception

## Knowledge:

- Thorough knowledge of North Carolina Division of Child Development approved curriculum
- Working knowledge of and experience with NAEYC (National Association & Education of Young Children) standards and procedures for quality preschool programming;
- Early Childhood Developmental needs, and related behavioral issues;
- Employee management issues related to maintaining a large preschool staff; Health & Safety procedures including Infant/Child CPR and First Aid.

## **PERFORMANCE RESPONSIBILITIES**

### **PROGRAM ADMINISTRATION**

- Set startup year and, subsequently, annual goals for the Weekday Preschool staff in accordance with LFC mission and strategic objectives.
- Oversees daily operations of the Weekday Preschool
- Act as liaison between the preschool staff and the preschool families
- Act as liaison between the preschool and the church, attending monthly LFC-Huntersville staff meetings and meeting with supervisor on a regular basis
- Act as a liaison with community preschool programs by attending conferences as deemed appropriate and necessary for professional development and personal growth as Director
- Develop and maintain policies and procedures for program operation within the framework of a busy church setting.

### **PROGRAM OPERATION**

- Supervise registration and oversee enrollment to provide balance of individual age level classes
- Plan school year calendar
- Manage program data including class lists
- Work with relevant church staff on the assessment of operational needs and physical plant issues
- Ensures student records are up to date including attendance and other information regarding their progress in the program
- Oversees the process for collection and handling of tuition and fees
- Develop the annual work calendar and schedule for preschool staff to include monthly staff meetings.
- Maintain a working calendar of program activities in conjunction with church programming and outreach activities
- Develop communications for parents with monthly newsletters and ongoing communication.

### **PROGRAM DEVELOPMENT**

- Remain current on issues and trends in early childhood education and the expectations of skills children require to enter kindergarten, through enrollment in appropriate training classes and personal goals
- Ensure current curriculum meets the needs of the children. Ensures that curriculum developed and implemented meets the following guidelines:
  - a. The curriculum is representative of the church's mission and school philosophy
  - b. The curriculum is age appropriate and addresses the developmental needs/abilities of the students while providing for individual learning styles.
  - c. The curriculum provides opportunities for the integration of the arts, field trips and special guests
  - d. The curriculum provides relevant kindergarten readiness experiences
- Reinforces the parents' role as the child's first teacher by ensuring that parents have opportunities to participate in scheduled events and student conferences and volunteer as appropriate in the classroom
- Maintain an inclusive and diverse preschool environment that welcomes children of all backgrounds and abilities
- Encourage and provide opportunities for team building and staff collaboration
- Provide a vision for program development, change and growth in conjunction with the most current research practices for early childhood programs and practices
- Implement strategies to recruit and maintain enrollment
- Maintain visibility with the congregation at large as an vital outreach of the church

### **PROGRAM SUPERVISION**

- Supervision of any office staff and daily responsibilities
- Responsible for maintaining a balanced program budget , working with the church treasurer as needed and requested
- Conduct monthly age based planning meetings
- Conduct regular staff meetings
- Evaluate teaching staff annually
- Hire, manage and dismiss preschool employees as needed in consultation with Executive Director of Operations
- Prepare and maintain staff employment agreements and yearly evaluations
- Supervise implementation of program curriculum and monitor lesson planning and curriculum delivery to ensure quality and consistency among classrooms and age groups
- Supervise implementation of safety procedures and ensure child safety and protection policies are implemented regularly
- Maintain staff records
- Maintain student records
- Provide support for teachers
- Maintain a regular visible supportive presence to staff, students and preschool families

### **HEALTH AND SAFETY**

- Ensures that all health and safety standards are followed as outlined by state and local guidelines
- Ensures the school is well-equipped with developmentally appropriate materials for each age group
- Regularly oversees the repair and maintenance of classroom equipment and materials
- Establishes clear guidelines and staff practices for playground safety
- Ensures compliance with LFC standard policies
- Arranges for additional resources to be made available to address students' needs for vision screening, speech therapy, or testing, as appropriate
- Develop and practice required safety drills for fire and severe weather
- Maintain accurate health records for each student

### **Hours / Compensation**

Full-time with benefits. Salary is competitive and commensurate with education and experience.

### **Next Steps**

To apply for this position, please send your letter of interest and resume to [jointheteam@lakeforest.org](mailto:jointheteam@lakeforest.org).