



POSITION DESCRIPTION EARLY CHILDHOOD CENTER ADMINISTRATOR

HOURS: Full Time (40 Hours, Monday-Friday) Non-Exempt
SALARY: Based on experience
REPORTS TO: School Administrator

JOB OVERVIEW: The Early Childhood Administrator is responsible for developing and providing an effective program for Full Time children and for Part Time children.

QUALIFICATIONS: The Early Childhood Administrator is a church professional, forgiving, and willing to grow as a disciple, must be spiritually natured, love the Lord and be able to teach religious curriculum. This person will function as a team member on a large staff; must have good written and verbal communication skills; and maintain a professional growth attitude. This person also must flexibly meet the needs of children, parents and staff; must be able to make age-appropriate and timely decisions concerning children; and be sensitive to the capabilities, interests, problems and concerns of young children, parents and staff. This position requires a minimum of 5 years experience in the Early Childhood field, a minimum of 90 college hours. Eighteen of the 90 hours must be in child-related courses. Knowledge, understanding and support of LCMS doctrine and beliefs. Prefer position is held by a member of Timothy Lutheran Church.

RESPONSIBILITIES INCLUDE:

1. Responsible for planning, supervising and implementing scheduled programs for the children.
2. Establish simple, understandable rules for children's behavior and shall communicate these to the staff.
3. Responsible for the supervision of the Full Time as well as the Part Time staff including the cook. This includes job performance evaluations. Maintains the personal staff files.
4. Coordinate the scheduling of staff training hours (12 per year)
5. Handle parental issues and conferences regarding developmental and behavioral progress of a child. Maintain confidentiality concerning each child's care.
6. Supervise and insure the safety and well-being of the children at all times. Shall be capable of handling emergencies promptly and intelligently. Shall be CPR certified.
7. Meet monthly with staff to oversee curriculum planning.
8. Responsible of the hiring and orientation of new staff member.
9. Remain alert to signs of child abuse or neglect, reporting suspected cases to the HOT LINE.
10. Maintain active memberships in professional associations, as well as CPR.
11. Daily communication with Elementary Principal.