

Job Posting:

Trinity Lutheran Church Early Education Center - Sterling, CO has an opening for the Director position. Responsibilities include overseeing the Preschool, Pre-kindergarten, Child Center and Toddler Center programs. Interested and qualified individuals please contact Cheryl Schiel, Trinity Lutheran Early Education Center Board President, at 970-571-0441 or tlclearlyed@gmail.com Click here for job description.

Job Description:

Director of the following programs:

- ❖ Preschool - ½ day Tuesdays and Thursdays
- ❖ Pre-kindergarten - ½ day Mondays, Wednesdays, and Fridays
- ❖ Toddler Center - child care center for walking 1 year olds to 3 year olds
- ❖ Child Center - child care center for 2 ½ year olds to 10 year olds

Leadership Responsibilities

- Support and supervise staff implementation of curriculum which includes:
 - spiritual growth
 - social/emotional development
 - physical development
 - academic growth
- Develop and implement new employee orientation and training
- Support and supervise staff implementation of *Parenting is Heart Work*
- Establish and maintain professional boundaries with employees, parents, and board
- Evaluate all staff annually
- Recommend to board yearly raises related to each staff member's performance
- Develop strong communication and relationships with parents, addressing their questions and concerns
- Support and supervise staff communication with parents
- Maintain confidentiality related to children, parents, and staff
- Supervise staff in keeping confidentiality of children, parents, and staff
- Support and supervise staff in preparing a monthly newsletter for parents including a weekly calendar

Administrative Responsibilities

- Plan and monitor the weekly work schedules and monitor accuracy of timecards each week
- Execute all Accounts Payable and Receivable for all programs
- Maintain SAGE computer program for clocking children in and out and billing
- Ensure all children's files are complete
- Prepare budget reports as necessary to monitor and ensure fiscal responsibility
- Complete Social Services paperwork
- Plan and monitor the food program
 - oversee expenses
 - plan balanced and nutritious menus
 - shopping for food
 - complete required paperwork
 - support and supervise staff in teaching good nutritional habits and table manners
 - eat with and encourage staff to eat with the children
- Ensure all staff files are completed and that staff are current in all educational and employment requirements
- Arrange activities involving parents: Beginning of Year BBQ, Thanksgiving Dinner, Art Show, Pancake Breakfast, Graduation

- Generate publicity related to enrollment, discuss enrollment with parents, and assure enrollment materials are completed as required
- Plan fund raisers including: volunteers, scheduling, required paperwork, receipts and final reports
- Seek information on and apply for available grants, as directed by the board
- Generate year end reports, as required

Responsibilities to the Early Education Board

- Attend all required meetings (mostly monthly board meetings)
- Prepare materials for monthly board meeting and place in board member's boxes by the Friday prior to the meeting
- Present a monthly report including activities, needs related to children, parents, employees and facilities
- Consult on a timely basis with the Pastor any major concerns that need to be dealt with quickly
- Prepare the yearly budget and present to the Daycare Board by the September Board Meeting
- Provide monthly expense reports to the Board
- Follow financial guidelines laid out by the Board closely, related to employee hours, material needs, and any other financial disbursements or requirements
- Consult with the Board prior to purchasing questionable or unusual items that may not be necessary.
- Provide copies of all inspections to the Board

A majority of the director's time will be spent in the office completing the above requirements. There may also be other duties as assigned.