

**COVENANT METHODIST CHURCH
300 E. MARTIAL AVE.
LAFAYETTE, LA 70508
JOB DESCRIPTION**

DIRECTOR COVENANT EARLY LEARNING CENTER (ELC)

GENERAL CONSIDERATIONS

All employees of ELC are first and foremost servants of God and are expected to perform their duties in such a manner and spirit as to welcome and encourage others in their spiritual development as followers of Jesus Christ, The church staff will work in cooperation with one another to help accomplish the mission and ministry of Covenant Methodist Church.

The Director is responsible and accountable for the overall operation of the ELC in a manner which integrates and promotes the mission, vision and ministry of Covenant Methodist Church and ensures a high quality and safe learning environment for all children being served by the program.

DUTIES

- Ensure safe and caring environment for all children entrusted to the ELC
- Plan for health and safety, seeing that staff members have proper medical examinations and keeping health records on all enrolled children
- Teaching staff and children safety
- Make decisions regarding curriculum: review and adjust curricular material effectiveness annually
- Adjust and adopt new curricular materials as needed
- Support teachers with instructional and classroom management
- Maintain an adequate system for proper accounting of petty cash
- Ensure compliance with Covenant's regulations and policies at all times
- Ensure compliance with state regulations
- Attend staff meetings as specified to integrate the ministry of the preschool with other Covenant Ministries
- Hire, resource and develop compassionate and high caliber staff including teachers and aides
- Review, mentor and monitor performance and development of ELC staff
- Set schedules, day plans, lesson plans, and field trips
- Communicate via newsletter, social media or emails monthly as needed
- Participate in additional training and continuing education as needed
- Update Pastor on all important and pertinent issues in detail
- Organize a record keeping system for staff regarding childrens' work
- Meet regularly with parents, keeping them informed of policies and procedures
- Conduct tours and initial interviews with prospective parents
- Develop a school calendar of events as well as staffing calendar for time management

- Conduct staff meetings with ELC staff as well as the Pastor as needed
- Drive strong accountability and sense of urgency in processes with regards to individual performance of teacher/aides focusing on key areas to help achieve expectations and foster continuous improvement
- Exhibit strong leadership and direction to mentor teachers and aides
- Create and maintain a positive work environment
- Develop a nurturing culture for students
- Create and maintain a budget that is fiscally sound and responsible for the ELC
- Meet with the Finance Committee to establish an annual budget and review monthly performance
- Develop and implement fundraisers to sustain operating expense of the ELC
- Track registration and demographics of families attending and interested in ELC enrollment
- Make recommendations for capital improvements
- Assist in the furtherance of Covenant's mission by connecting ELC parents to further Covenant's ministry

QUALIFICATIONS AND EDUCATION/EXPERIENCE

- Bachelor's Degree highly preferred or equivalent experience or certification in Early Childhood Development considered
- Experience working with children a must, preferably administrative/leadership roles in a school setting
- Personal skills: outgoing, loving, nurturing and patience
- Must relate well to children, parents, and staff and foster a team atmosphere
- Proficient in budgeting, planning, Microsoft Office, social media, writing and public speaking
- Motivational skills and energy to engage children
- Good organization and management skills: must be effective at managing office and teaching staff. Be able to handle interruptions.

COMPENSATION

- Salaried full-time staff position
- Salary commensurate with education and experience

EVALUATION

- Yearly with Pastor and/or SPRC committee
- Yearly goals
- Bi-monthly meetings with Senior Pastor