

METHODIST CHILDREN'S CENTER

JOB DESCRIPTION

Center Director

POSITION TITLE: Center Director

REPORTS DIRECTLY TO: Senior Pastor

SUPERVISES: All Methodist Children's Center staff

POSITION SUMMARY: Work as a member of the ministry team alongside the pastor and School Board to provide direction and guidance in fulfilling the mission of Linden United Methodist Church (LUMC) through the Methodist Children's Center (MCC). The Director should be dedicated to the spiritual, physical, emotional and social development of children; be able to interact with adults; lead the center staff; organize center activities; and maintain compliance with Child Care Licensing.

ESSENTIAL PHYSICAL, MENTAL, AND /OR ENVIRONMENTAL WORKING CONDITIONS:

1. To demonstrate a Christian attitude which is considerate, friendly, and constructive toward all persons.
2. To deal with all people in a professional manner.
3. To be a team player, working with other employees to serve Christ.
4. To be punctual.
5. To follow the policies adopted by the church and board.
6. Have the physical ability to lift up to 50 pounds.

RESPONSIBILITIES AND DUTIES:

While the Director is responsible for the day-to-day operations of the MCC, the church has appointed a MCC Board to provide general oversight. The Director shall work closely with the Board to ensure that directives from the Board, by-laws, operating guidelines, personnel policies, and LUMC guidelines are fulfilled. As a vital part of the ministry team, the Director will attend MCC Board meetings, Church Council meetings upon request, and meetings of sub-committees.

In the area of **PERSONNEL**, the Director shall:

1. Recruit employment candidates, receive applications for positions, check references, and conduct background checks on all employees.
2. Extend offers of employment to applicants when appropriate, after applicants have been interviewed by the Personnel Committee and approved by the MCC Board.
3. Make teacher assignments for all classes and programs of MCC.
4. Present contracts and personnel policies to all employees.

5. Keep up-to-date records on personnel (health, in-service, etc)
6. Prepare substitute list and call substitutes for absent teachers.
7. Evaluate new personnel after 30 days.
8. Evaluate and observe personnel quarterly.
9. Serve as the direct supervisor of all teachers, aides, and other personnel for the MCC.
10. Plan in-service training for personnel.
11. Encourage teachers to attend additional training events.
12. Oversee the implementation of curriculum in each classroom, ensuring that the teachers are providing quality, Christian education for children.
13. Inform MCC Board on any status change of personnel within 24 hours.
14. Present summary of quarterly observations in MCC Board meeting.

In the areas of **MAINTENANCE, PURCHASING, AND BUILDING USE**, the Director shall:

1. Oversee procurement of supplies and equipment for the classrooms.
2. Identify and report equipment needing repairs and maintenance.
3. Know and follow the policies of LUMC with regards to building use.
4. Inspect the playground daily before children begin play to ensure there are no hazards present.
5. Work with the MCC Board to ensure that the playgrounds are well maintained and safe.
6. Work with staff to ensure that rooms are cleaned daily to the specification of state requirements.
7. Work with the MCC Board to ensure that the center is maintained in accordance with the lease agreement.
8. In consultation with the MCC Board, use the LUMC calendar and the Linden-Kildare Consolidated Independent School District calendar as a guideline when scheduling holidays and school closings.

In the areas of **FINANCE and BUDGET**, the Director shall:

1. Work with the MCC Board to develop a yearly budget for the program.
2. Submit the proposed budget to the MCC Board in April of each year.
3. Provide Church Council a quarterly financial report or at other times as requested.
4. Work with MCC Board to plan and execute fundraisers.
5. Complete and return required documents for such financial support as Child Care Subsidies in a timely fashion.
6. Work with the MCC Board to review compensation of teachers, aides, and other staff annually in April.
7. When necessary, make recommendations to the Board regarding any changes in the fee structure of the MCC.

In the area relating to **PARENTS AND STUDENTS**, the Director shall:

1. Assist the church in inviting families of the MCC to develop a deeper relationship with Jesus Christ and become a part of the life of the local church.

2. Greet students and parents each day as they arrive and depart from the school.
3. Ensure that teachers are keeping parents informed of the progress of their students.
4. Meet with parents as appropriate.
5. Handle discipline problems as needed.
6. Keep accurate records of conferences, accidents, etc.
7. Assist and educate parents on the use of effective discipline at home.
8. Perform tours of the school for prospective students and their families.
9. Work with teachers in developing special classroom activities for various holidays and special events throughout the year.
10. At the beginning of each school year, ensure that all parents receive a copy of the handbook that has been annually reviewed and approved by the MCC Board.

In the area relating to **LICENSING**, the Director shall:

The Director shall ensure that the MCC complies with the Texas Department of Family and Protective Services child-care licensing law found in Chapter 42 of the Texas Human Resources Code, the applicable minimum standards, and other applicable rules in the Texas Administrative Code.