

Meadowbrook Baptist Church Abundant Child Care Center

Director's Job Description

GENERAL

The director of the Meadowbrook Baptist Church Abundant Child Care Center is a born again believer and a member of a Southern Baptist Church. He/she has an abiding love and passion for children. The director pledges to make a positive difference in the lives of both children and their families through Early Childhood Education. The ability to work well with the MBC church staff is essential to the quality of his/her leadership style. He/she is required to meet with the child care committee on a monthly basis and with the ministerial staff weekly, as deemed by the pastor. Additionally, the director will schedule a time at the beginning of each week (or more often if possible) to meet with the child care staff for a time of brief devotional and prayer.

The director of the Abundant Child Care Center will

1. be responsible to the pastor or his designee for administrative matters, as well as the child care committee, for policies and procedures.
2. educate, encourage, and foster happy, healthy children.
3. provide responsible leadership for management of the MBC child care staff.
4. promote positive relationships with members of the congregation, children's ministries of the church, MBC church staff, and community.
5. possess a working knowledge of Early Childhood Education (ECE) concepts and theories.
6. ensure the child care center meets exempt licensing standards for the state of Alabama and with the Association for Early Learning Leaders.
7. recruit, select, hire, and retain quality administrative, teaching, and support staff.
8. create and sustain a Christian education program that is designed to enrich the lives of children and their families.
9. abide by the ideals and standards set forth in the Abundant Child Care Center Personnel Handbook.
10. ensure the maximum safety and welfare of all children entrusted to the Abundant Child Care Center.

AREAS OF RESPONSIBILITY

Human Resources

The director of the Abundant Child Care Center will

1. announce child care center job openings per guidance from the personnel handbook, making recommendations for employment of individuals to the child care committee, with final approval authority by the MBC church body.
2. schedule and conduct interviews of potential employees.

3. request background checks on all viable candidates.
4. participate in the orientation of all new employees.
5. effect the release from employment of any employee for cause, unacceptable performance, or violation of policies as defined in the personnel handbook.
6. conduct exit interviews for resigning or retiring staff members of the child care center.
7. hold monthly staff meetings with the following purposes:
 - Convey vital center information, policy updates, or policy changes
 - Address critical concerns
 - Promote appropriate staff celebrations and/or public recognitions
 - Provide education opportunities
8. delegate responsibilities appropriately.
9. monitor schedules of employees for maximum efficiency and required child-to-staff ratios as outlined in Alabama Minimum Standards for Day Care Centers and Nighttime Centers Regulations and Procedures prescribed by the state of Alabama Department of Human Resources.
10. manage appropriately all personnel issues, concerns, and needs; necessary corrections must be approved by the child care committee.
11. arrange ongoing educational training opportunities for staff and parents.

Relationship Expectations With Parents

The director of the Abundant Child Care Center will

1. promote a professional image in answering telephones, greeting visitors, and conducting tours for potential families.
2. listen and respond in a timely manner to the concerns and needs of parents and staff.
3. work alongside staff and parents to promote solutions for matters of child development and disciplinary concerns.
4. uphold the confidentiality of all MBC child care center families and staff, excepting threat of danger posed to any person.
5. evaluate children's illnesses and injuries, and make appropriate recommendations with timely notifications to parents and/or emergency contact. See personnel handbook for further instruction.
6. participate in MBC Child Care Center staff and parent functions.
7. consult with staff and parents when assessing a child's progress in order to maintain a program that adequately meets family needs.
8. update the parent handbook with the child care committee involvement as necessary, implementing all required changes.

Financial Systems

The director of the Abundant Child Care Center will

1. work with members of the child care committee in the creation of an annual budget.
2. authorize expenditures within budgetary guidelines.
3. make responsible decisions for all financial distributions and monetary collections.

4. manage the salary and hourly wages of all staff members to meet budgetary compensation guidelines. Child Care Committee approval is necessary.
5. design and implement standards for staff pay and advancement. Child Care Committee approval is necessary.
6. provide clear, concise, monthly financial reports to the child care committee every thirty days.

Quality Control

The director of the Abundant Child Care Center will

1. monitor classroom activities for program quality to maintain a professional Christian atmosphere.
2. uphold policies and procedures as outlined in the personnel handbook.
3. develop and evaluate curriculum.
4. review and monitor menu planning, as well as ensure that menus meet standards set forth by Alabama minimum standards for day care centers. Also, the director will review and monitor food purchasing, nutritional quality, and sanitation practices.
5. encourage and provide information for staff training/development.
6. develop a monthly calendar that includes programs for the children, parents, and staff. Calendars can be accessed by hard copy, newsletter, announcements, etc.
7. work with MBC ministerial staff and the child care committee to coordinate and maximize the use of all shared space and activity scheduling.

Building and Grounds

The director of the Abundant Child Care Center will

1. evaluate and maintain MBC's equipment, the condition of each classroom, transporting bus, playground, and gym area for safety and cleanliness.
2. take immediate action to identify, repair, or replace any potential hazards to children.
3. plan and coordinate center bus service, sponsored field trips, and other special events.
4. work with the child care committee to achieve a safe, secure environment for children. This includes emergency procedures, protected entry systems, etc.

The MBC Abundant Child Care Center Director is a vital member of the MBC staff. He/she coordinates and works with ministerial staff, and is under direct supervision of the child care committee and pastor, or his designee. Any decisions or issues that go beyond the day to day operation of the center, that may draw unwanted attention to the church, or that involve the safety of any child, will be coordinated with the child care committee and the pastor.

This job description as approved in MBC Business Meeting on Wednesday, January 13, 2016, supersedes all other job descriptions for the position of MBC Child Care Director.