

Director of Child Development Center

Saxe Gotha Presbyterian Church – Lexington South Carolina 29072

Full Time Position: (Preschool, Extended Care, Afterschool and summer program)

**Please apply with cover letter and resume including reference by sending to
ryan@ryanjenkins.net**

Saxe Gotha Presbyterian Child Development Center (SG CDC) is located at Saxe Gotha Presbyterian Church and cares for up to 160 children from age 2 through 5th grade. The SG CDC operates a licensed Preschool program, an Extended Care program, an Afterschool program, and a Summer School program. The SG CDC employs 35 plus full and part time staff.

The Director is directly responsible to the SG CDC's Board of Directors which is overseen by the SGPC Session under the Next Generation Ministry.

Duties and Responsibilities

- Create and Maintain a Christian nurturing environment for students and staff in accordance with the SG CDC's mission and vision.
- Maintain standards set by South Carolina DSS and other regulatory and/or legislative bodies to protect children, families and staff.
- Publish the SG CDC newsletter to parents monthly – additional memos are distributed as necessary throughout the year.
- Build relationships with parents and have a welcoming office space for them to come and visit in
- Work with church staff/members/board members to coordinate the use of shared spaces
- Communicate and meet with parents to discuss any concerns that may arise
- Attend all SG CDC Board meetings on a monthly basis and prepare a Director's Report for the meeting
- Review monthly revenue and expenditures as it relates to the Children's Center budget in order to maintain a sound fiscal program. Review financial reports as needed with SG CDC Board and CDC Business Manager.
- Serve as a liaison with community agencies to maintain services to children and families, including those children with special needs.
- Initiate revisions of the parent and teacher guides and present to SG CDC Board of Directors.
- Define and modify policies and procedures for day-to-day operations of SG CDC
- Maintain enrollment in all classrooms
- Coordinate and lead teacher and supervisor staff meetings
- Supervise the revision of enrollment forms to reflect changes in tuition rates, policy, etc. to present to the SG CDC Board of Directors
- Coordinate and supervise family night events and parent teacher conferences.
- Arrange and assist with fundraisers by the SG CDC
- Recruit applicants. Review applications and conduct interviews
- Supervise the work of all teachers and child care employees.
- Assist staff with any concerns that may arise during employment
- Work with Business Director to maintain staff files and record proper documentation for DSS and DHEC compliance and center regulations
- Set staff wages based on experience and interview process
- Assist and implement ideas to build relationships between staff members
- Conduct Performance reviews semi- annually with all staff
- Conduct terminations and conduct/assist with written warnings, verbal warnings and all other staff corrections
- Review weekly lesson and activity plans.
- Provide work schedule delegating and assigning daily responsibilities for all staff.

- Assist and oversee new staff orientation and training
- Respond to concerns teachers express by observing in the classroom if necessary, sharing informal conversations or written notes, arranging time to confer if needed.
- Provide opportunities for continuing education and professional growth of all staff.
- Coordinate administrative responsibilities given to teachers and meet regularly with them to review and discuss the progress of this work.

Minimum / Preferred Requirements

Bachelor's Degree in Early Childhood Education or related field

OR

Minimum of 5 years' experience in teaching in the preschool or elementary education.

Early Childhood Education or Child Development (those two subject areas preferred, but not required). If Bachelor's degree is in another field, must have at least 2 years' experience in a child care center or similar setting and one of the following: 1) 8 semester hours or 12 quarter hours in early childhood education or childhood development;

Minimum one year experience in management or supervisory role.

Strong interpersonal communication skills

Excellent time management and self-directing skills

CPR/ First Aid Certification

Preferred Supervisory Experience:

Demonstrated increasing levels of responsibility in an early care and education setting, to include supervision of professional and paraprofessional staff, policy-making, maintaining compliance with federal and South Carolina state law and regulations pertinent to child care and education.

Preferred Work Experience in Addition to Formal Education/Training:

Demonstrated evidence of effective fiscal management, strong administrative experience, evidence of early childhood curriculum and child assessment analysis, and ability to work collaboratively in a team environment. Demonstrated ability to manage for increased effectiveness, strong analytical skills in problem-solving and conflict resolution; knowledge of data collection and assessment techniques for program evaluation; ability to be flexible/adaptable in a setting that is fast-paced and ever changing.

Retain Current Commercial Driver's License or willing to obtain.

Job Type: Full-time

Salary Range: \$27,000 - \$40,000