

# Director – Glen Mar Early Learning Center

## Job Specifications

### General:

The Glen Mar mission is to praise God, to make disciples, and to serve the world. Staff members are leaders called to be examples to the rest of the church and are held to higher standards. Staff members model the values of constructive, positive relationships, caring and courtesy for all persons, and humility as servant leaders. Staff sets the tone and pace and has a significant role in shaping the heart and character of the entire congregation. It is vital that we walk the path together by actively encouraging wholeness in personal, physical, emotional and spiritual health for each. Spiritually healthy leaders will produce a spiritually healthy church. To achieve these goals staff members are expected to pursue a disciplined lifestyle that is demonstrated by positive character and behavior, expectation and evidence of belief that God is alive and acts in today's world, and considered actions that conform to denominational standards of practice.

### Definition:

The Director of Glen Mar Early Learning Center serves in a leadership position to provide daily supervision of the center. At a general level, this means that this individual has oversight responsibility for the staff and students, communicates with parents, oversees the day-to-day operations and the implementation of key initiatives, interfaces with congregational leadership groups, and is responsible for establishing and addressing priorities for the center.

The specific duties of the role are shaped to provide vision, leadership and direction for the ELC in alignment with goals and objectives of the church, as set forth by the Board of Directors. It is essential that the ELC Director have a strong trust-based relationship with the Board members and Pastors that results in a seamless working partnership that continues to provide a high-quality program for children and their families.

### Duties and Responsibilities:

#### Job Specifications

- Provides executive leadership, support and vision for the Glen Mar ELC
- Perform duties, as assigned, to a satisfactory level
- Support the mission of Glen Mar ELC & align programs with the mission
- Keep the Glen Mar ELC in good, operating order
- Maintain a safe and orderly environment
- Follow policies and procedures as outlined in Employee Manual
- Report to Senior Pastor or his designee and ELC Board of Directors
- Meet regularly with Chairman of ELC BOD
- Maintain Licensing & assure regulations are met
- Attend Orientation @MSDE/Ellicott City
- Maintain credentials to meet current requirements for Center Director

- Design School Year Calendar
- Communicate calendar dates with church staff & parents
- Schedule and plan monthly Chapel, in collaboration with Pastors
- Update and implement Staff Handbook
- Update Parent Handbook
- Design written Emergency Preparedness Plan & update annually
- Schedule staff training and drills for the Emergency Preparedness Plan
- Outreach and Advertising to the community, as needed
- Enrollment & Registrations
- Develop & implement annual budget for ELC
- Provide monthly updates on budget & report any potential issues immediately to BOD
- Attend BOD monthly meetings and provide report
- Meet and maintain BOD directives on enrollment & registrations
- Prepare Yearly Plan for curriculum implementation
- Provide direct supervision and annual evaluation of ELC staff
- Consult with church leadership, Minister of Operations, SPRC for personnel management
- Create planning template for staff
- Review lesson plans to ensure teachers are prepared & curriculum implemented
- Conduct monthly staff meetings
- Plan and implement Professional Development/Training for staff
- Provide oversight for organization of classrooms
- Prepare and publicize monthly snack menu
- Purchase snack items
- Maintain inventory and purchase supplies and materials for center
- Maintain Student Records with controls on personally identifiable info
- Maintain Staff Records with controls on personally identifiable info
- Provide time sheets according to guidelines-Accounting Assistant
- Communication with staff and families
- Develop Policies and Procedures in collaboration w/BOD
- Enforce, uphold, and manage procedures equitably
- Maintain furniture and fixtures in working order
- Report any building issues to Director of Operations
- Requests for use of indoor space – Director of Operations
- Collaborate with Director of Children’s Ministries for room use
- Communicate with Chairman of ELC board any issues
- Maintain current info on website – communication with Webmaster
- Operate center with attention to fiscal controls, good management, and audit ability of records
- Assist with annual audit, as needed

- Other duties as assigned

**Knowledge, skill, and ability:**

- Bachelor's degree in Early Childhood Education is preferred. Appropriate combinations of education, experience, and/or training will be considered.
- Credentials for Director of a center greater than 60 children.
- Infant/Toddler certification.
- Minimum of two-years experience in Child Care center.
- Positive and cooperative attitude, shown in manner of speaking to others, word choices and actions.
- Responds effectively to verbal and written instructions. Skills in listening, speaking, and writing sufficient to maintain records, plan effectively, present reports and communicate ideas effectively.
- Resolves problems and uses judgment to know when to refer decisions to supervisor.
- Knowledge and understanding of licensing regulations and the ability to maintain all aspects of the center to comply with licensing standards.
- Communicates effectively with parents.

**Special Requirements:**

Computer competence in Microsoft Word, Publisher, Excel, Internet, and social media.  
Honesty, good communication skills and strength of personal character.  
Maintains boundaries individually and among staff, maintains confidentiality, and uses information properly.

**Reporting:**

The Director will report directly to the Lead Pastor or his/her designee and will meet monthly with the ELC Board of Directors. Staff Parish Relations oversees all of the staff at Glen Mar United Methodist Church. Collaborates with Minister for Operations to assure smooth interrelationships and provision of necessary management and accounting information and conformance with church policies and practice.