

**Christ United Methodist Church  
Children's Discovery Center Director Job Description**

The Children's Discovery Center (CDC) director is responsible for the day-to-day administration and operation of the preschool and its programs. The CDC Director may or may not be a member of Christ United Methodist Church (CUMC). It is expected that the director be an active member of a Christian faith community consistent with the philosophy of CUMC (*Loving God, Serving Others, Transforming Lives*) and the mission of the United Methodist Church (*To make disciples of Jesus Christ for the transformation of the world*).

Qualifications:

- A Master's degree in Child Development, Early Childhood Education, Elementary Education or equivalent in a related field; or a bachelor's degree in Early Childhood Education, Elementary Education, or equivalent in a related field WITH administrative and teaching experience.
- Knowledge of the child care licensing standards and requirements set by the Texas Department of Family and Protective Services. He/She will be responsible for receiving the twenty hours of yearly in-service required by the Texas Department of Family and Protective Services (six hours in management and six hours in child development or early childhood education).
- Current First Aid and CPR certifications.

The CDC Director reports to and is directly accountable to the CUMC Executive Director over personnel.

- He/She is expected to work at least 36 hours a week beginning 2 weeks before the staff returns until one week after school ends. Minimum hours should be 8:30 a.m. – 3:00 p.m. Beginning one week after school ends, the Director is expected to work 24 hours per week during the summer.
- Additional hours will be left to the discretion of the Director with the approval of his/her supervisor to include, but not limited to the following:
  - Planning and implementation of teachers' meetings
  - Purchasing supplies
  - Interviewing
  - CUMC staff responsibilities
  - Fundraising events
  - Preparation of registration
  - In-service and summer camps
- He/She is paid for 12 months a year, including school holidays. For information related to vacation time, sick leave, and personal days, see CUMC employee guidelines.

The CDC director is responsible for all the affairs of the school and for operating the program in a manner that contributes to growth and development of children and their families. The work requires attention to several areas of responsibility.

Educational Environment

- Guide a developmentally appropriate educational program. Keep updated on NAEYC guidelines, Texas Education Administration Pre-K Guidelines and Developmentally Appropriate Practices for young children.
- Continually evaluate curriculum based on current research and curriculums used by comparable preschools in the area.
- Be aware of the expectations of the Pre-K and Kindergarten programs to which the children from CDC proceed, including visits to area elementary schools when appropriate.

- Encourage development of educational goals for all children using appropriate assessment tools.
- Encourage and model appropriate staff/child interaction, including creating and maintaining a consistent discipline plan for children
- Implement a Chapel Time and Christian Education component in the programming, incorporating Christian values and principles of faith development, including other church staff when appropriate and available.
- Maintain a professional library and participate in related professional and community organizations in order to stay informed of new research and developments in education.

#### Administration

- Know and maintain all licensing standards under the Texas Department of Family and Protective Services through the Minimum Standards for Licensed Child Care Centers.
- Administer the day-to-day operation of the program in keeping with CDC and CUMC policies and philosophy, including check-in and check-out procedures.
- Plan and publicize the yearly calendar. Coordinate dates with Plano ISD and CUMC calendar.
- Keep all required records that pertain to the administration of the program to include attendance, enrollment, and medical records.
- Maintain proper teacher/child ratios and teacher distribution.
- Follow, reinforce, evaluate and modify program policies, including parent and employee handbooks.
- Utilize the CDC Board to assist in evaluating policies and procedures, evaluating curriculum and programming, and preparing yearly budgets (including tuition rates and teacher pay scales).
- Implement a yearly evaluation for the program and for teachers.
- Plan teacher meetings and trainings, including working regularly with team leaders.
- Plan and equip space, indoors and outdoors. Keep an inventory of equipment and supplies. Supervise maintenance, repair and replacement as appropriate.
- Replace large equipment as needed.
- Supervise cleaning and care of space used.
- Develop long term vision and goals for the CDC.

#### Safety

- Ensure a clean, healthy, and safe environment. Maintain an awareness of children's individual medical needs and maintain competence in emergency responsiveness (CPR and First Aid).
- Plan and implement a safety program for CDC that includes fire drills and tornado drills, as required by licensing.
- Plan for other types of emergencies such as local or national security.
- Implement and reinforce playground safety rules.
- Keep informed of the schools' legal responsibilities and liabilities.
- Inform parents of exposure to communicable disease.
- Complete the yearly health form for the State Health Department concerning immunizations.

#### Fiscal Responsibility

- Oversee the collection of enrollment fees and tuition.
- Prepare CDC annual budget for approval by CDC Board and CUMC leadership. Operate CDC within that budget.
- Oversee expenses and purchases.
- Work with CUMC finance staff to review financial records and monthly reports.
- Review CDC staff and teacher salaries for regular payroll.
- Coordinate fundraising events within CUMC guidelines.

#### Work Environment and Teacher Relations

- Foster a positive work environment, encouraging respect, cooperation, and team work.

- Respond to staff questions and concerns. Welcome and consider suggestions from staff. Encourage creative problem-solving and utilization of church and community resources. Show personal interest in staff members.
- Recruit, interview, hire, supervise, train, and retain teachers and staff for CDC. Prepare job descriptions and scheduling responsibilities.
- Provide substitute lists for teachers and arrange for substitutes when needed.
- Be available to staff members and offer support and assistance as needed; take corrective action when needed.
- Plan and conduct regular staff meetings.
- Provide for staff supervision that promotes growth and good child care and teaching.
- Offer opportunities for and/or schedule quality training and development. Keep record of continuing education events attended by staff members.
- Develop, evaluate, and implement personnel policies for CDC teachers and staff. Implement program policies fairly, keeping staff informed of schedule and policy changes.
- Communicate clearly defined expectations verbally and in writing, encouraging staff retention, and as necessary making responsible recommendations about continuation of employed.
- Document and report significant issues or changes in staff to his/her supervisor.
- Provide for fair, effective staff evaluations annually, and provide ongoing objective feedback for staff as needed.
- Encourage and model appropriate staff/child interaction, including creating and maintaining a consistent discipline plan for children

#### Congregational Connection

- Attend weekly staff meetings. Attend scheduled meetings of program department heads, including monthly calendaring meetings.
- Stay in regular communication with immediate supervisor.
- Meet as needed with members of the CUMC staff whose work intersects with the CDC (Children's Ministries including Nursery & Special Angels, Christian Life Center Director of Sports and Recreation, Communications, and Finance).
- Interpret the mission of CUMC to CDC families as a means of fulfilling of mission of making disciplines.
- Provide an annual report to the congregation in the fall of each year.
- Coordinate the use of shared space and equipment with CUMC staff.
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#### Family Relations

- Maintain a positive rapport with families, including being visible at the start and finish of the school day, returning and answering emails and phone calls promptly, and using discretion when discussing a child.
- Establish and maintain an "open door" policy with parents of the preschool. Organize information and informal meetings with parents throughout the school year as a means to share ideas and concerns. Be available for conferences when necessary or requested.
- Write monthly articles for the newsletter and other articles, as needed.
- Inform and support parents on child development issues. Receive input from parents, demonstrating sensitivity to the individual needs of parents and families.
- Utilize parent talents and gifts as volunteers and donors.
- Encourage parent/teacher classroom communication through teacher trainings and assisting in planning parent/teacher conferences.
- Approve all written publications and communication with CDC families.

#### Public Relations and Community Outreach

- Welcome guests and prospective parents to the school, providing information and a tour of the space when appropriate.

- Participate in CUMC public relations and marketing activities, including making use of the website to promote CDC in the community at large.
- Have an understanding of and make community resources known to parents and staff.

In addition to these listed above, the CDC Director has other roles and responsibilities, depending on circumstances. The Director should work closely with his/her supervisor when matters arise that are not specifically addressed in this job description.