

St. Philip Lutheran Church

Assistant Director of Early Learning Center (ELC)

About St. Philip Early Learning Center:

St. Philip Early Learning Center is an outreach ministry of St Philip Lutheran Church and runs as a state licensed parent's day out/preschool/pre-k program. It is a community where all are welcome in a safe, healthy, nurturing Christian environment.

Purpose of the Early Learning Center Assistant Director:

To assist the director in operations of the Early Learning Center.

Key Responsibilities and Objectives:

1. **Leadership and Vision:** This position requires intentional leadership and a vision to continue to move the ELC forward in a positive, Christian, and nurturing way. Successful applications will highlight experiences that demonstrate the ability (or potential ability) to lead, to implement a vision, and to work alongside our director, and with our highly collaborative staff and lay teams.
2. **Program responsibilities:**
 - a. Assist in upholding the annual certifications and training for self and staff according to the current Colorado State Rules and Regulations for childcare facilities, including health, safety and licensing regulations.
 - b. Plan, accept, adhere to and implement mission, center goals, educational goals/objectives..
 - c. Respect the intrinsic value of each child through attention to his/her spiritual, physical, social, emotional and developmental needs.
 - d. Registration, enrollment and billing of children and program/family files.
 - e. Keep abreast of research and new developments in the field of early childhood education
 - f. Keep open lines of communication between staff, senior pastor, and ELC families
3. **Finance:** Responsible for the budget, billing, income, and all finances of the ELC to maintain fiscal health for the ELC. Prepare financial records for audits and support the church with bank reconciliation. Be a financial visionary and a strong planner for the future of the ELC.

Qualifications and Experience:

- A degree/certification in ministry/teaching/counseling and/or significant experience in working with children is required.
- Hold a Letter of Verification of Director Qualifications from the State of Colorado Office of Child Care Services or be working towards receiving it.
- Annual Certification on file for the below trainings per the current Colorado State Rules and Regulations for Child Care Facilities:
 - First Aid and Pediatric/Adult CPR and Standard Precautions class (updated every year).
 - Additional training by a Certified Health Professional as required for Medication Delegation/Medication Administration.
 - Child Abuse Prevention and identification.
 - Complete the minimum clock hours for training annually.
 - 3 clock hours/yr on Social Emotional Development.
 - attend one CAEYC conference or similar per year.
- One-time Certification (prior to working with children) on the following training:
 - Prevention of Shaken Baby/Abusive Head Trauma Training.
 - Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water and vehicular traffic.
 - Handling and storage of hazardous materials and the appropriate disposal of bio contaminants, such as medical waste, bodily fluids, or sharps containers.
 - Environmental hazards (i.e-animals, landscape features, access through parking lots, etc.).
- Show evidence of an interest in and a knowledge of children and concern for their well-being.
- Education experience in a Christian setting is a plus.
- Follow all guidelines in the Staff Notebook/Handbook.

Compensation and Additional Position Information:

This is an hourly position reporting to the ELC Director, and working closely with the ELC Board. This is also a part-time position of at least 25 hours worked per week. Hours may vary during peak and summer periods and may include occasional night and weekend commitments. The position will be based on the holidays in the Jefferson County student calendar and with the exception of two weeks before and after last contact day, the assistant director shall have the same holidays as the Jefferson County School District (the ELC follows the holidays of the Jefferson County Family Calendar, not necessarily the teacher in service days).

This position will commensurate with experience within a range of \$20-\$25 per hour. The position is approximately 42 weeks/year.