

Abiding Love Lutheran Children's Center Administrative Responsibilities

Daily Operations

Maintain and direct daily operations of the Children's Center in accordance with state Minimum Standards set forth by the Department of Family and Protective Services and the mission and vision of Abiding Love Lutheran Church, ELCA.

- Know, understand, and interpret Minimum Standards of the state of Texas to the staff and parents.
- Develop and/or revise the policies and procedures for operating, including hours, fees, illness, holidays, refund information, and termination of enrollment and submits these to the Board for approval.
- Maintain the Food Manager License from the City of Austin and supervise all Food Handlers and their licensing
- Keep accurate and up-to-date information, according to Minimum Standards, in the staff and children's files.
- Monitor required inspections according to license (gas, fire, sanitation, fire extinguishers, smoke alarms, fire drills).
- Maintain a "History File" of the Center.
- Create and maintains a positive building atmosphere that is inviting to parents and their young children.
- Help to keep building and equipment safe, clean and in good repair.
- Provide for repairs with the church's Properties Director or the Child Care Board.
- Maintain the building to provide for the safety of the children.

Scheduling, Payroll and Operating Budget

Maintain staff scheduling, compensation and payroll records for employees and the yearly operating budget.

- Develop and/or revise the Staff policies including job descriptions, Compensation (with increments based on performance and additional professional development and living wage), resignation, termination, benefits, and grievance procedures and submits these to the Board for approval.
- Assume final responsibility for recruiting, hiring, supervising, training and reviewing all staff positions.
- Provide the daily schedule for staff hours and classroom assignments.
- Plan regular staff meetings and in-service training.
- Support the staff in their classroom roles.
- Annually prepare the operating budget with consultation of the Board and prepares monthly financial reports to the Board.
- Supervise the collection of tuition and other fees, including the computer records for individual children, and bank deposits.

- Supervise or prepare the staff payroll (documenting attendance, workshop hours, vacation time and sick time).
- Keep enrollment at targeted levels in accordance with the approved budget.
- Maintain a wait list for future students.
- Take required steps to discipline or dismiss staff members when necessary.
- Represent the staff to the board, pastor/s, and congregation.

Foster Children's Growth

Foster the growth and develop of each child so that they are free to develop into the person that God intends them to be.

- Know, understand, and interpret the mission statement of the Church to the staff and parents.
- Meet the individual needs of each child.
- Express respect and affection for each child.
- Interact with the children in a friendly, positive, and courteous attitude, including them in conversation.
- Encourage developmentally appropriate independence in children.
- Use positive techniques of guidance.
- Provide an environment where children can be comfortable, relaxed, happy and involved.
- Provide an environment where children can be encouraged to verbalize feelings and ideas.
- Attend to the needs of sick or injured children and notifies parents or calls health professionals.

Positive Relationships

Establish and maintain a professional, positive relationship with the parents/guardians, children, colleagues and the church community.

- Represent the Center to prospective parents/guardians and children and provides tours for the families and information about the program.
- Provide an orientation for newly enrolled children and their parents/guardians.
- Provide a verbal and/or written system for sharing day to day information about their child(ren).
- Conduct conferences at least once a year and at other times as necessary.
- Inform parents/guardians about the program, the curriculum, and about policy or regulatory changes through the newsletters or notices.
- Respond to the individual needs of parents and utilizes their suggestions when appropriate.
- Maintain a strong working relationship with the Board, characterized by open communication, respect, and trust.
- Provide data necessary for the pastor or Board to make informed decisions on matters at hand.
- Evaluate the center (program, building, grounds) annually and presents goals to the Board.

- Communicate to the congregation areas of interest in the children's center through the newsletter and/or presentations.
- Establish and maintain positive relationships with the many groups that support or are involved in the work of the center.
- Observe in the classroom on a regular basis and discusses the visit with staff. This will be used to review the staff and help them establish goals.
- Keep the staff informed of workshops and encourage their attendance.

Support the Curriculum

Support a curriculum that reflects the "Developmentally Appropriate Practice" of the NAEYC and the Center's philosophy of learning.

- Know, understand, and interpret developmentally appropriate practices and philosophies of learning to the staff and parents.
- Annually conducts an assessment with the staff to identify strengths and weaknesses of the program and to specify program goals for the next year and report these findings to the Board.
- Provide a curriculum that incorporates activities and materials that: foster positive self-concept, develop social skills, encourage children to think, reason, question and experiment, encourage language development, enhance physical development and skills, encourage health, safety, and nutritional practices, encourage creative expression and appreciation for the arts, and respect cultural diversity.
- Provide a schedule that includes a balance of outdoor play, quiet and active play, large and small muscle activity, child-initiated and staff-initiated activity, and several options to choose from for most of the day.
- Encourage choice of activity and materials by the child.
- Provide for positive, smooth, learning transitions.
- Incorporate activities in the daily routine that help develop the child's self-help and social skills.
- Provide for daily opportunities for children to experience and hear about God's love for them.