

**Children's Center Director - Job Description**  
**Abiding Love Lutheran Church (ALLC)**

POSITION TITLE: Children's Center Director

FLSA STATUS: Exempt

REPORTING RELATIONSHIPS:

Reports to: Children's Outreach Ministry Board and Senior Pastor

MISSION STATEMENT:

Abiding Love Lutheran Children's Center is a program of Abiding Love Lutheran Church established to care for young children in a way that tells them and their families the love of God through Jesus Christ.

PRIMARY FUNCTIONS:

1. 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.
2. Scheduling, payroll and operating budget - Maintain staff scheduling, compensation and payroll records for employees and the yearly operating budget.
3. Promote children's growth - Foster the growth and development of each child so that they are free to become the person that God intends them to be.
4. Foster positive relationships - Establish and maintain a professional, positive relationship with the parents/guardians, children, colleagues and the church community.
5. Support the curriculum - Support a curriculum that reflects the "Developmentally Appropriate Practice" of the NAEYC and the Center's philosophy of learning.

CORE COMPETENCIES:

1. Demonstrate interpersonal skills necessary to engage people positively, and with a demeanor of optimism and abundance.
2. Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values.
3. Guide staff in the process of sharing best practices, identifying and solving common problems.

4. Demonstrate understanding and full support of the mission, vision, values and beliefs of Abiding Love Lutheran Church and Children's Center.
5. Maintain certification in CPR and First Aid, licensing in Food Management for the City of Austin and membership in professional development association.

#### PROFESSIONALISM

- Continue advancement through reading, conferences, and workshops.
- Maintain membership and participates in professional organizations such as The National Association for the Education of Young Children (NAEYC), Evangelical Lutheran Education Association (ELEA), and Far South Austin Directors (SAD).
- Uphold professional ethics.
- Stay apprised of research and new developments in the field of early childhood education.
- Comply with the minimum standard of training. The Director is encouraged to seek additional hours as they become available, especially if there is an area in which the Director wishes to seek more training.

#### PERFORMANCE GOALS