

First Church of the Nazarene
Blossom Hills Child Development Center

Director Job Description

SUMMARY

Directs activities of Blossom Hills Child Development Center (BHDC) in order to provide instruction and care for children by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

include the following. The Pastor of Church Operations and BHDC Board may assign other duties.

As a ministry to the children, the director works in cooperation with the Children's Pastor to reach the children that attend BHDC and their families by fulfilling the purpose of Lifting up Jesus so all are drawn to follow Him.

Prepares and submits facility budget to the BHDC Board and to First Church of the Nazarene finance team for review and approval.

Authorizes purchase of instructional materials and teaching aids such as books, toys, and games designed to stimulate learning.

Maintains a high level of quality and consistency through staff, program and facility evaluation and upgrade.

- Curriculum content - Program needs - Facilities - Staff

Enrollment of and evaluation of prospective students

Confers with parents regarding facility activities, policies, and enrollment procedures.

Confers with teaching staff regarding behavioral or learning problems of children, and recommends methods of modifying inappropriate behavior and encouraging learning experiences, and informs parents of same.

Reviews and evaluates program and facility activities to ensure conformance to state and local regulations. Reviews, evaluates, and establishes BHDC standards for physical and emotional well-being of the children and adults who use the facility.

Oversees the public relations of BHDC:

Promotion and development of existing and new programs in the city.

Meeting with prospective clients and evaluates child class placement.

Develop a monthly newsletter.

Schedule and coordinate parent conferences as needed.

Plan and implement parent orientation night and evening BHDC programs.

Counsels as needed and refers child/parents to counseling.

Home and hospital visitation as appropriate.

Sets standards and monitors progress for continuing education of staff.

Responsible for planning and implementing a Chapel program in conjunction with Children's Pastor.

Responsible for planning and implementing a Music program.

Develop and maintain emergency response plans for parents, children, and staff.

SUPERVISORY RESPONSIBILITIES

Hires and terminates employees according to Federal, State, and Local policies.

Schedules work hours and assignments of BHDCDC personnel.

Staff training and development as required by State guidelines and BHDCDC goals.

Plans and conducts regular and special BHDCDC staff meetings.

Develops, communicates and implements all procedural policies as pertains to the employees and the day-to-day operation of the BHDCDC (i.e. telephone policy, calling in sick, changes in work schedules, time off, etc.

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed above.

QUALIFICATIONS

The qualifications/requirements listed below are representative of the knowledge, skill and/or ability required of the Director.

Must be a member of and support Medford First Church of the Nazarene; its core values and its vision to reach the lost.

Must have a clear witness to saving/sanctifying power of Christ in your life.

Be at least 21 years of age.

Bachelor's degree (preferred) from a college or university with a major in early childhood education, child development, elementary education, or special education; or an AA/AS degree from a college with a major in early childhood development; or documentation of at least a step 9 on the Oregon Registry.

Have a current multimedia standard first aid / CPR card, Food handler card, certificate from Recognizing and Reporting Child Abuse, and be able to lift at least 40 pounds.

Have the ability to supervise and nurture staff.

Have administrative skills that are adequate to perform the job.

Hold a valid Oregon driver's license and a clear driving record.

Submit to an Oregon State background check.

Be able to meet State and County Head Teacher education and qualifications, and able to substitute in classrooms as needed.

Must have a minimum of 2 years of early childhood education experience in an approved childcare facility.

Must have a minimum of 1 year of training and/or experience in management and supervision of adults.

ACCOUNTING RESPONSIBILITIES

Prepares and maintains the budget- Compiles data and completes miscellaneous reports.

Establishes, along with BHCDC Board, fees for tuition and expenses.

Compiles and prepares reports as required by the State of Oregon, Child Care Division.

Provides a marketing plan and develops marketing strategy.

Develops fundraising plans.

OTHER RESPONSIBILITIES

Attends the following meetings:

- Monthly Ministry team meeting
- Weekly meeting with Children's Pastor
- Regular meeting with the Pastor of Church Operations
- Monthly BHCDC Board meeting
- Monthly BHCDC in-service staff meeting
- Church board meetings as scheduled

Coordinates facility and equipment use with all other ministries of Medford First Church.

Other responsibilities not covered by this job description but necessary for the operations of BHCDC as determined by the Director, the BHCDC Board and Pastor of Church Operations.

GENERAL STAFF EXPECTATIONS

As a member of Medford First Church of the Nazarene ministry staff the following serves as a guide for all staff to allow us to maintain the highest level of spiritual leadership.

A. PERSONAL SPIRITUAL GROWTH PLAN AND A MATURE GROWING RELATIONSHIP WITH CHRIST:

An up-to-date spiritually mature relationship with Jesus is foundational for ministry.

Must be in agreement with the doctrines and standards of the Church of the Nazarene.

Support First Church and its core values and direction.

Must have a clear witness to the saving/sanctifying power of Christ in your life and evidence it by a Godly walk, and meet conditions of ministry by the General Church of the Nazarene.

B. SPIRITUALLY BALANCED, HEALTHY AND SUPPORTIVE FAMILY:

The family must be supportive of the ministry and members of the Ministry Team and families.

The family lifestyles must serve as a model of Christian living to the congregation.

C. DEVELOPMENT AND GROWTH IN THE AREAS OF ASSIGNMENT:

Have a working knowledge of current trends and information related to your area of ministry.

Become an expert your field through continual education and learning through systematic reading, resources and seminars.

D. EFFECTIVE AND DISCIPLINED WORK ETHIC AND INTEGRITY:

Work effectively, demonstrating integrity in work habits and practices.

OVERSEE BUDGET AND MODEL STEWARDSHIP:

To prepare and oversee budget and creative use funds and resources.

Work within ministry budgets as allocated.

Model stewardship by financially supporting Medford First Church.

Model stewardship through the management of time and resources.

F. STAFF SUPPORT AND DEVELOPMENT:

Is a contributing member of the ministry team attending meetings, retreats and activities as requested.

Be at the "right place at the right time"

G. DEVELOP A TEAM MINISTRY:

Clearly and consistently communicate information to workers and participants in your ministry through e-mail, newsletter, bulletin, and other appropriate means.

H. SET VISION AND APPROPRIATE GOALS:

Evaluate your ministry on a consistent and effective basis.

Develop a Bible-centered core value driven ministry.

Set personal and ministry goals annually as appropriate.

Evaluation and Goals are to be based on fulfillment of the purpose, core values, of the church and your job focus

PURPOSE AND CORE VALUE DRIVEN MINISTRY

Core driven ministry will be reflected by the demonstration of the seven core values of Medford First:

WORSHIP – Life transforming worship - Regular chapel by the Children’s Pastor

EVANGELISM – Planting the seeds of God’s love in the hearts of children – sharing God’s love with parents

COMMUNITY – Building a staff that are more than employees - Doing life together through prayer, and caring for one another

STEWARDSHIP - Managing God’s resources for His glory

MINISTRY – each BHDCD staff member understands BHDCD is more than a “job”, it is a way to communicate God’s love to children and their families

PRAYER - Living a life-style of prayer – Prayer is at the heart of all we are and do.

DISCIPLESHIP - Becoming followers of Jesus – creating ways to encourage the staff of BHDCD in their personal walk with Christ