



## **Director of Staffing, Curriculum, and Family Relations Position Overview & Fact Sheet**

### **OVERVIEW OF POSITION:**

Faith Builders Day Care is looking for a person with experience working in the child development/education of preschool age children and who has a passion to provide leadership in a Christian Day Care facility.

The ideal candidate...

- ... enjoys teaching and working with preschool and early elementary age children,
- ... has experience leading, encouraging, and overseeing staff,
- ... is a team player,
- ... is a committed follower of Jesus Christ who is passionate about helping children learn about Jesus and Biblical teachings,
- ... has an outgoing personality,
- ... and enjoys engaging with the parents whose children attend the Day Care.

### **JOB DESCRIPTION/DUTIES:**

#### **Primary Responsibilities:**

- Work with the Executive Director in providing daily oversight of staff.
- Assist staff with teaching curriculum at all age levels.
- Interact with every staff person on daily basis for encouragement, support, and coaching.
- Daily engagement with parents as they drop off and pick up children at Day Care.
- Conduct prospective family tours.
- Staff Call Offs (Note: other Director will care for this on Day/Weekends when not working)
- Schedule new employee interviews.
- Onboard new employees.
- Onboard new students.
- Attend Directors Dish with local day care directors.
- Carry out other responsibilities as assigned by the Executive Director.
- Monthly Newsletters for Parents/Staff
- Emergency Contact Forms

#### **Shared Responsibilities with Executive Director:**

- Provide administrative oversight/coverage of Executive Director's responsibilities when Executive Director is not working.
- Meet with parents to discuss concerns with child behavior, development, etc.
- Assist in classrooms when needed.
- Answer phone.
- Prepare weekly staff schedule.
- Staff Evaluations.
- Staff interviews & staff hiring decisions.
- Plan and conduct monthly staff meetings.
- Snow delay/cancellation decisions and notifications.

- Open and close facilities.
- Curriculum selection.
- Brightwheel communication with parents.
- Drive van.
- Monthly reports to Day Care Board.
- Attend Day Care Board meetings.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

(Note: These are state mandated requirements for this position)

- 1) A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children; or
- 2) A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children; or
- 3) An associate degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children; or
- 4) An associate degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 4 years of experience with children.

## **ADDITIONAL INFORMATION:**

**START DATE:** Immediate Opening

**HOURS/SALARY/BENEFITS:** The Position is full time. We offer a competitive wage (salaried) which includes paid time off. No other benefits are offered with the position.

**QUESTIONS/REQUEST ADDITIONAL INFORMATION:** If you have questions or desire additional information about the position, please email Mike Newman, Chairman, Faith Builders Day Care Board of Directors, at [mike@faithbuildersdaycare.org](mailto:mike@faithbuildersdaycare.org).

**APPLICATION & RESUMES:** We request all interested persons to complete an online application found at <https://faithbuildersdaycare.org/careers>. Within the application you will be given the opportunity to upload a copy of your resume.

Completed applications will be reviewed and considered as they are received. Interviews will be scheduled only for those applicants Faith Builders Day Care wishes to interview.

## **NONDISCRIMINATION POLICY STATEMENT/EQUAL EMPLOYMENT OPPORTUNITY**

Faith Builders Day Care personnel policies, procedures and practices are designed to prohibit discrimination on the basis of race, color, disability, ancestry, national origin, age or sex in accordance with the laws of the Commonwealth of Pennsylvania and with the rules and regulations of the Department of Human Services; Title VI and TITLE VIH of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Rehabilitation Act of 1973; the Pennsylvania Human Relations Act of 1955 as amended through 1980; and the Americans with Disabilities Act of 1990. Employment opportunities will be provided for applicants with disabilities and reasonable accommodation(s) will be made to meet the physical or mental limitations of qualified applicants or employees.