

Job Title: Director of Living Word Early Childhood Center

Overview

Living Word Early Childhood Center (ECC), in Wildwood, Missouri, delivers rich and exciting experiences to children every day in a safe and loving Christian environment. Throughout the school year, monthly thematic learning units are designed with abundant activities to increase curiosity, develop creativity, foster logical thinking and ensure social, emotional and brain development while growing their faith.

As the Director of Living Word ECC, you will have a chance to provide a nurturing and inspiring environment where children, families and staff feel valued. The Director will provide leadership, vision, and support to our school's approximately 90+ children, ages 15 months to 6, their families, and 18 staff members.

Accountability

- The ECC Director reports to the Associate Pastor of Children's Ministries
- The ECC Director collaborates with the ECC Board of Directors

Duties and Responsibilities:

- Supervises each session of the Early Childhood Center being accessible on premises to staff and parents
- Administers the day-to-day operations of the ministry in keeping with the policies and philosophies of LWUMC
- Ensures that planned activities provide a balanced program that is developmentally appropriate (curriculum)
- Maintains all licensing/accreditation standards of the Missouri State Health Department. Oversees records, including registrations, waiting lists, fees, immunizations, and enrollment as maintained by the Assistant Director
- Available to informally counsel families confidentially, with knowledge of community resources for families with physical or emotional challenges
- Coordinates the use of shared space and equipment with directors of other church ministries, volunteer teachers and administrators of the church
- Plans and implements ongoing teacher training, including monthly staff meetings (At least 3 out of 9 staff meetings to be designated for continuing education credit)
- Conducts a bi-annual evaluation of all personnel on an established basis
- Knowledge of community opportunities and resources that meet the requirements for in-service training and professional growth
- Active in the community as a representative of the church and the Early Childhood Center ministry, especially in events that highlight advocacy for children and families
- Keeps abreast of new research and developments in education and child development, and participates in related professional and community organizations

- Frequent and consistent digital communication with parents and staff
- Submits ECC correspondence to Living Word Communications Department for review and distribution in appropriate publications
- Maintains and fosters relationship with Rockwood Kindergarten developmental program
- Meets monthly with the ECC Board of Directors, presents yearly calendars, providing relevant information for voting measures (eg. calendars, budget changes), and acts as a resource to help fulfill the functions of the Board
- Emergency preparedness
- Passion for the betterment of children and drive to make a positive difference every day
- Foster relationships with families, staff, church members and the community
- Outstanding customer service and organizational skills, including the ability to multi-task and manage multiple situations effectively
- Active in and supportive of the church where membership is held (preferably a member of Living Word United Methodist Church)

Requirements

- Preferred BS or BA Degree in Early Childhood Education, Early Childhood Special Education, Child Development, Elementary Education
- Three years' experience working with children preschool aged and younger
- One year in a leadership role
- Computer proficiency required
- Capable of lifting a minimum of 40 pounds and being physically engaging with children both indoors and outdoors
- Participate in West County Directors Group
- Membership in NAEYC
- First Aid, CPR and AED trained

General

- This is a part time position (28 hours/week).
- Will be paid Fridays, every other week.