

**Director of Children's House
Of Central Baptist Church**
*501 S. 4th St.
Springfield, IL 62701*

Position Description

Duties and responsibilities

1. Administrative

- A. Supervise the operation of Children's House to ensure that the Center operates in accordance with all state licensing standards and in fulfillment of the church's mission
- B. Develop and maintain the operating policies and procedures as approved by the Ministry Staff
- C. Plan, in cooperation with the Children's House Team, a program suited to the needs of the children who attend the Children's House
- D. Maintain records of attendance, registration, student records, health records and licensing reports
- E. Plan in cooperation with the Ministry Staff, Sunday School teachers, and Custodians the use of the building and resources including space, equipment, food, records, and materials
- F. Maintain supplies, equipment, and resources necessary for the operation of the Center
- G. This position reports to a member of the Ministry Staff

2. Vision

- A. Develop goals and objectives and periodically evaluate progress
- B. Develop and implement a comprehensive continuous quality improvement plan for the programming, staffing, and physical environment of the day care
- C. Monitor the physical condition of the Children's House space and report any issues that need to be addressed to Ministry Staff to ensure that the environmental needs are addressed
- D. Develop systems for feedback from parents and staff

3. Personnel

- A. Recruit, hire, and maintain a qualified staff
- B. Supervise Children's House staff
- C. Evaluate staff at the completion of the probationary period and annually thereafter
- D. Maintain classroom staffing levels at all times to the proper ratio as specified in the DCFS licensing standards for the number of children present
- E. Ensure that staff receive the required training and that required documents are up to date and accurate
- F. As appropriate, use progressive discipline procedures in a timely manner

4. **Public relations**

- A. Act as a liaison between teachers, parents, Children's House Team, and the Central Baptist Church family
- B. Communicate current events and relevant needs with Central Baptist Church family.
- C. Conduct Children's House team meetings on a regular basis
- D. Promote Children's House to prospective parents, to the community, and to the Central Baptist Church family through all appropriate means

5. **Financial/Record Keeping**

- A. As directed by the Ministry Staff, prepare an annual operating budget for Children's House
- B. Monitor Income and expenses and react accordingly to variances in the operating budget to maintain a financially sound Center
- C. Administer the software used to track employee timekeeping, paid time off, children's attendance, billing, and payments
- D. Administer the programs for reimbursement from various State agencies, Illinois State Board of Education (ISBE) and Department of Human Services (DHS)
- E. Maintain records of income, attendance, registration, student records, and licensing reports

6. **Qualifications**

- A. The Director must be at least 21 years of age
- B. The Director must have completed:
 - a. A minimum of an associate degree in child development or early childhood education
 - or
 - b. the equivalent (defined as 64 semester hours in any discipline with a minimum of 21 semester hours of college credit in child development, early childhood education or early childhood special education)
 - and**
 - c. either a Gateways to Opportunity Level I Illinois Director Credential (see 89 Ill. Adm. Code 50.720(b) and <http://www.ilgateways.com/en/illinois-director-credential-idc>)
 - or
 - d. 3 Semester hours of college credit or 3 points of credential approved training in administration, leadership, or management.