



Little Doves is a Community Service of Spirit of Life Lutheran Church
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Position Description: Little Doves Director

PURPOSE: To provide coordination, leadership and guidance for Little Doves Children's Learning Center, a ministry of Spirit of Life Lutheran Church which provides Childcare, Pre-School, as well as before and after school care to families in South Kitsap County. The Director's goal is to strive to create a Christian learning environment where the Little Doves Mission, ***With God as our center, and parents as our partners, nurture the total child – physically, mentally, emotionally and spiritually,*** is embraced so that the children at Little Doves are integrated into the body of Christ.

ESSENTIAL RESPONSIBILITIES

Leadership

- Oversee the programmatic and fiscal operation of Little Doves Children's Learning Center.
- Provide leadership to Little Doves in ways consistent and accepting of the culture, teaching, and articles of faith of Spirit of Life Lutheran Church.
- Provide leadership and work cooperatively with all staff at Spirit of Life to develop and enhance existing ministries and develop new ones to reach an ever growing and dynamic community both within and beyond Spirit of Life Lutheran Church.
- Lead and direct the activities of the Little Doves staff providing regular input regarding classroom performance, interactions with students and parents, and conduct formal evaluations.
- Ensure compliance with all state and local licensing regulations, including but not limited to USDA, DSHS, Early Achievers and any other regulated programs in which Little Doves participates.
- Facilitate preparation for and implementation of parent teacher conferences, plan school year calendar factoring in special events, professional development activities and any other staff time off needs.
- Maintain an active role in professional organizations and stay current of new developments in the field
- Act as a liaison with other community childcare and preschool programs and remain current on issues and trends in early childhood education by reading related materials, attending meetings, and conferences as deemed appropriate.
- Maintain confidentiality.
- Perform other duties as assigned.

Communication

- Maintain regular and effective communication with all parents of Little Doves children, staff, the Pastor, and the Spirit of Life Lutheran Church Council.
- Promote Spirit of Life's childcare & preschool ministry within the congregation, Little Doves, and the greater South Kitsap community.
- Utilize technology effectively for the business of Little Doves Children's Learning Center.
- Share program goals with staff, church staff, parents, the congregation, and the community.

Staffing

- Emphasize and value the fostering of a team-spirit among the staff of the entire church as well as within Little Doves ministry. Recognize the importance and role of each staff member in the life and ministry of the congregation and the families of those involved with Little Doves.
- Participate in all aspects of staff management including interviewing and selection processes, making recommendations regarding hiring, performance management, training and professional development activities, corrective action, and when separation of employment is warranted.
- Hold regular staff meetings. Write and distribute staff notes, keeping teachers informed of current program information or other relevant activities.
- Develop substitute teacher procedures.
- Provide support to teachers, including, but not limited to occasionally relieving staff for breaks and lunches, modeling teaching techniques to the staff, stepping into a class setting in a teaching role when needed to maintain compliance of staffing ratios.
- Determine program supplies needed and assure resources are available to staff as needed.

Center Administration

- Develop, maintain, and supervise policies and procedures for program operation as well as safety procedures, including but not limited to: IAW WAC's (e.g. Disaster Plan, Health Policy, Fire Drill, Parent Handbook, Staff Handbook, etc.)
- Ensure that the classrooms' environment promotes safety, positive social behavior and opportunities for problem solving.
- Maintain children's files in a secure manner according to state guidelines.
- Maintain staff personnel folders in a secure manner according to state guidelines
- Ensure the cook plans the menu and purchases food according to nutritional guidelines.
- Attend regular meetings of the Church Council.
- Ensure that the program curriculum is developmentally appropriate and addresses the interests, disabilities, special talents, cultural backgrounds and individual learning styles of its students.
- Supervise registration and enrollment.

Fiscal Management

- Work with Financial Steward to provide Annual Budget to the Church Council discussion and approval.
- Operate the child care center to ensure that the program remains within budgetary limits and review fiscal reports monthly.
- Purchase equipment and supplies as stipulated in the budget. Non-budgeted and capital expenses need to be approved by the Church Council.

- Work with the Financial Steward, as well as other Spirit of Life staff and volunteers to monitor billing and payments.
- Secure vendors for supplies.
- Complete all required accounting forms and, identify resources to support budget needs.
- Conduct annual salary and tuition surveys among other child care facilities in the Port Orchard area to ensure that Little Doves remains competitive in both areas. Present written results and recommendations to the Church Council in preparation for the new school year.

REQUIREMENTS

- Regular active worship and contributing participation in the ministries of a local Christian Congregation.
- Have written proof of education of an Associates of Arts degree or higher in early childhood education or a current Child Development Associate Certificate (CDA) or a minimum of 45 college quarter credits in early childhood education.
- Minimum of 3 years' experience working with children in the early education field and/or at least two years of experience in child care administration, education, nonprofit administration and/or Christian Education.
- Experience developing, implementing or participating in Christian-Based Childcare Curriculum Programs
- Ability to work in a team environment with good communication, organization and time management skills
- Experience creating and managing a budget.
- Current First Aid/CPR card, proof of having completed a blood-borne pathogens class and TB test
- Valid motor vehicle operator's license.
- Ability to meet in the evenings and/or on weekends to attend special programs or meet with parents, the Church Council or other congregational activities.
- Completion of the federal employment eligibility verification (I-9) form.
- Participation in continuing education each year.
- Physical ability to actively participate in Childcare and Preschool activities.
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*****Criminal Background Investigation*****

Applicants must pass a criminal history background investigation. Failure to pass this background check may be the basis for disqualification.

This Position Requires: Constant mental alertness, attention to detail and concentration, with high degree of accuracy in all work required; work independently, be a creative problem-solver, make independent decisions and follow through on all decisions; be highly organized, thorough and result oriented; have the ability to quickly assimilate information, synthesize data, draw accurate conclusions and impart information to a variety of individuals at all skill levels; be experienced in making sound analytical judgments on sensitive issues; be a highly skilled communicator, both written and oral; be capable of analyzing curriculum and current educational practices; have strong administrative skills, be an effective manager in motivating and delegating paths to others; have effective time management skills, being able to work under pressure, often working extended hours, including weekends, evenings, etc.; be able to supervise and manage the activities of several people across multiple areas of expertise; possess good public speaking skills; be courteous, tactful and sensitive to a variety of family situations.