**Director of Children’s House**

**Of Central Baptist Church**

*501 S. 4th St.*

*Springfield, IL 62701*

**Position Description**

**Duties and responsibilities**

1. **Administrative**
   1. 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
   2. Develop and maintain the operating policies and procedures as approved by the Ministry Staff
   3. Plan, in cooperation with the Children's House Team, a program suited to the needs of the children who attend the Children's House
   4. Maintain records of attendance, registration, student records, health records and licensing reports
   5. 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
   6. Maintain supplies, equipment, and resources necessary for the operation of the Center
   7. This position reports to a member of the Ministry Staff
2. **Vision**
   1. Develop goals and objectives and periodically evaluate progress
   2. Develop and implement a comprehensive continuous quality improvement plan for the programming, staffing, and physical environment of the day care
   3. 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
   4. Develop systems for feedback from parents and staff
3. **Personnel**
   1. Recruit, hire, and maintain a qualified staff
   2. Supervise Children’s House staff
   3. Evaluate staff at the completion of the probationary period and annually thereafter
   4. Maintain classroom staffing levels at all times to the proper ratio as specified in the DCFS licensing standards for the number of children present
   5. Ensure that staff receive the required training and that required documents are up to date and accurate
   6. As appropriate, use progressive discipline procedures in a timely manner
4. **Public relations**
   1. Act as a liaison between teachers, parents, Children's House Team, and the Central Baptist Church family
   2. Communicate current events and relevant needs with Central Baptist Church family.
   3. Conduct Children's House team meetings on a regular basis
   4. 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**
   1. As directed by the Ministry Staff, prepare an annual operating budget for Children’s House
   2. Monitor Income and expenses and react accordingly to variances in the operating budget to maintain a financially sound Center
   3. Administer the software used to track employee timekeeping, paid time off, children’s

attendance, billing, and payments

* 1. Administer the programs for reimbursement from various State agencies, Illinois State Board of Education (ISBE) and Department of Human Services (DHS)
  2. Maintain records of income, attendance, registration, student records, and licensing reports

1. **Qualifications**
   1. The Director must be at least 21 years of age
   2. The Director must have completed:
      1. A minimum of an associate degree in child development or early childhood education

or

* + 1. 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**

* + 1. 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

* + 1. 3 Semester hours of college credit or 3 points of credential approved training in

administration, leadership, or management.