



149 Lake Avenue
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Childcare Center Director

St. Paul's Evangelical Lutheran Church and Christian Childhood Center

St. Paul's Evangelical Lutheran Church envisions itself to be Gathered by God to Share the Love of Jesus. The Christian Childhood Center is a ministry of the congregation which fulfills that vision with children between the ages of 6 weeks and 5 years by providing a New York State-licensed and developmentally-appropriate early childhood education program in a distinctively Christian atmosphere. The position of Director is currently available.

Job Description

The Director of St. Paul's Christian Childhood Center is responsible for ensuring the health, safety and quality of education for all children within the school's care. The Director is accountable for the overall operational management in accordance with established Church guidelines, including curriculum development, staff and facility management, legal and budgetary considerations and long-range planning. The Director ensures that the needs of the students and the goals of the Christian Childhood Center are met appropriately.

Responsibilities and Duties

The Christian Childhood Center Director:

- Maintains a safe and educationally conducive environment for children and staff
- Ensures that the Christian Childhood Center remains compliant with New York State Child Day Care Center licensing regulations
- Fosters the use of curriculum and activities that are developmentally-appropriate, Christ-centered, and faith-integrated
- Hires and supervises all Christian Childhood Center staff
- Oversees educational quality and encourages continuing education
- Manages the business and operational aspects of the Christian Childhood Center
- Coordinates all aspects of the program with a congregationally-appointed Board
- Communicates and seeks to maintain healthy relationships with parents, staff, board and congregation

Qualifications

The Christian Childhood Center Director:

- Is a practicing Christian, a member in good standing of a Christian congregation, with a priority given to congregations of the Lutheran Church – Missouri Synod, or willing to consider membership at St. Paul's Lutheran Church
- Desires to pursue excellence in every aspect of the Christian Childhood Center program
- Is attentive to opportunities for growth
- Possesses at least a Bachelor of Arts degree in a child-related area
- Communicates clearly
- Possesses administrative supervisory experience
- Must successfully pass a background check indicating no criminal history
- Must successfully pass a physical per standard of NY State Department of Social Services

Position, Salary and Benefits

- Full-time
- Salary commensurate with experience
- Benefits include health coverage, retirement plan, disability and life insurance
- Vacation, sick leave, and personal time

Interview Process

There are three steps to the interview process: application, phone, and in-person. It is anticipated that the field of candidates will narrow with each succeeding step.

Applicants are invited first to submit a cover letter and resume via email to the attention of Pastor Adam Wiegand at employment@spalutheran.org. An acknowledgement will be sent via reply email to confirm receipt.

After a review of applicant documents by the Director search team, suitable candidates will be contacted to arrange a phone interview.

After a successful phone interview, the most fitting candidates will be contacted to arrange in-person interviews, following which an offer letter will be sent to one candidate via certified mail.

Questions

Kindly direct any inquiries about the Director position or the hiring process to the attention of Pastor Adam Wiegand at employment@spalutheran.org