



**LAKE FOREST  
CHURCH**



## **JOB TITLE: Director of The Learning Tree Childcare Center at Lake Forest Church**

### **Mission:**

The Learning Tree at Lake Forest Church (TLT) exists as part of Lake Forest Church's mission to love people who have given up on church but not on God, while they discover and live out their role in God's story. The Learning Tree is a Christian extended care and preschool center, which strives to welcome families and shepherd children just as Jesus did. To ensure we welcome who Jesus welcomed, The Learning Tree serves a socially and economically diverse population by providing partial scholarships for qualifying families. Our goal is to partner with working parents to impress the love of God upon the hearts of children while preparing them for elementary school.

### **SUPERVISION RECEIVED**

The TLT Director works under the direction of the Missio Dei Pastor of LFC-Huntersville.

### **SUPERVISION EXERCISED**

The TLT Director supervises all other staff of The Learning Tree, as well as any ministry volunteers.

### **QUALIFICATIONS:**

#### **Education:**

Minimum B.A. in Early Childhood Education or Elementary Education; Master's Degree, preferred.

#### **Experience:**

- Growing faith in Jesus Christ
- At least five years as a Director or Assistant Director of a profitable childcare facility or equivalent experience in a Christian church sponsored childcare facility.
- Experience in preparing and managing a budget, writing grants, and fundraising
- Classroom teaching experience in early childhood education

#### **Skills:**

- [Level II Administrator](#) according to North Carolina guidelines for GS-110 Childcare facilities
- [Qualified Environmental Rating Scales Assessments evaluator](#)
- Strong organizational skills
- Ability to understand and manage the complexities of sharing space/resources with Church Children's Ministry and Church activities
- Ability to establish and maintain good interpersonal relationships with parents, children, and staff
- Ability to foster a high level of collaboration among teachers, parents, and church staff, thereby enabling them to create and maintain a high-quality childcare program
- Exercise sound, mature, Christian judgment and represent the ideals of Lake Forest Church
- Maintain confidentiality of sensitive information without exception

#### **Knowledge:**

- Thorough knowledge of all relevant State and Federal Childcare regulations and requirements

- Thorough knowledge of North Carolina Division of Child Development approved curriculum
- Working knowledge of and experience with NAEYC ([National Association & Education of Young Children](#)) standards and procedures for quality preschool programming
- Thorough knowledge of Health & Safety procedures including Infant/Child CPR and First Aid.

## PERFORMANCE RESPONSIBILITIES

### **Program Administration**

- Oversees daily operations of The Learning Tree
- Act as liaison between the preschool and the church, attending monthly LFC-Huntersville staff meetings and meeting with The Learning Tree Advisory Board on a regular basis
- Develop and maintain policies and procedures for program operation within the framework of a busy church setting.
- Responsible for maintaining a balanced program budget, working with the church financial team as needed and requested

### **Program Operation**

- Supervise registration and oversee enrollment to provide balance of individual age level classes
- Plan and publicize school year calendar
- Manage program data including class lists
- Work with relevant church staff on the assessment of operational needs and physical plant issues
- Ensure student records are up to date including attendance and other information regarding their progress in the program
- Oversee the process for collection and handling of tuition and fees
- Develop the annual work calendar and schedule for TLT staff to include regular staff meetings.
- Maintain a working calendar of program activities in conjunction with church programming and outreach activities
- Excel at communicating to parents by developing a comprehensive and compelling communication strategy.

### **Program Development**

- Remain current on issues and trends in early childhood education and the expectations of skills children require to enter kindergarten, through enrollment in appropriate training classes and personal goals
- Provide a vision for program development, change and growth in conjunction with the most current research practices for early childhood programs and practices

### **Curriculum Oversight**

- Reflects the church's mission and school philosophy
- Is age appropriate and addresses the developmental needs/abilities of the students while providing for individual learning styles
- The curriculum provides opportunities for the integration of the arts and special experiences as appropriate
- Provides relevant kindergarten readiness experiences
- Reinforces the parents' role as the child's first teacher by ensuring that parents have opportunities to participate in scheduled events and student conferences and volunteer as appropriate in the classroom

### **Program Supervision**

- Supervision of office staff and daily responsibilities
- Encourage and provide opportunities for team building and staff collaboration

- Conduct regular staff meetings
- Evaluate teaching staff annually
- Hire, manage and dismiss preschool employees as needed
- Supervise implementation of program curriculum and monitor lesson planning and curriculum delivery to ensure quality and consistency among classrooms and age groups
- Supervise implementation of safety procedures and child safety policies
- Maintain staff records
- Maintain student records
- Provide support for teachers
- Maintain a regular, visible, supportive presence to staff, students and preschool families

### **Health and Safety**

- Ensures that all health and safety standards are followed as outlined by state and local guidelines
- Ensures the school is well-equipped with developmentally appropriate materials for each age group
- Regularly oversees the repair and maintenance of classroom equipment and materials
- Establishes clear guidelines and staff practices for playground safety
- Arranges for additional resources to be made available to address students' needs for vision screening, speech therapy, or testing, as appropriate
- Develop and practice required safety drills for fire and severe weather
- Maintain accurate health records for each student