



## MISSION HILLS EARLY LEARNING CENTER

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### EARLY LEARNING CENTER DIRECTOR

Department : Ministry Environments

Direct Report : Kids Director

Position : Full-time

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#### PURPOSE OF POSITION:

The Early Learning Center Director is responsible for the overall program and staffing of the Early Learning Center. The ELC strives to create an environment where kids and families experience the love of Jesus and children feel loved, safe and receive the highest level of age appropriate instruction all within the context of a Christian environment while supporting the implementation of the vision, mission and core values of Mission Hills Church.

#### QUALIFICATIONS:

- Earned degrees and/or other credentials that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Holds a Colorado State Director Certification
- Knows and maintains Colorado State Rules and Regulations
- Loves children and demonstrates a clear commitment to love and care for children and their families
- Strives for excellence in preschool education
- Personable, trustworthy, approachable, fair, flexible, encourager, possesses a servant's heart & a calm demeanor
- Strong leader, ability to delegate, partnering skills, organizational skills, self-starter, and communicator
- Ability to recruit, motivate, equip, and manage the staff
- Classroom and administrative experience (preferred)
- Knowledge and experience with ACSI (Association of Christian Schools International) guidelines and regulations

#### RESPONSIBILITIES:

- Ability to look ahead and set goals for the ELC
- Coordinate the recruitment, training and development of staff
- Coordinate the recruitment and placement of children in the classroom
- Communicate with board, staff and families
- Comply with and support Mission Hills Church and ELC policies
- Keeps ELC in compliance with all state and ACSI accreditation and regulations
- Establish annual budget with the ELC accountant, reviewed by the MHC Operations Director
- Works closely with MHC Operations Director and MHC Building Manager on matters of building usage and maintenance.
- Schedule and conduct monthly staff meetings, teacher training days, and annual performance reviews
- Oversees the day to day functions of the preschool
- Serves on and advises ELC Board