



Job Description: Sr. Center Director, CDC

Ministry Area: Discipleship

Reports to: Pastor for Discipleship

Works with: Discipleship Team, Spend Yourself Team, Administrative Team, Parents and Children.

Supervises: Program Directors and Specialists

Columbia Church Membership: Required

Spiritual Gifts: Shepherding, Teaching, Encouragement, Administration

Dispositions: Enthusiastic, engaging, organized, creative, kind, delights in children, desires and pursues personal spiritual growth, dependable, pursues excellence, seeks professional knowledge and skills, exercises patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of school leadership.

Skills: Visionary, Educational Leadership, organizational and managerial skills, Shepherd, Team Building, Self-motivation, Willingness to Learn, Problem Solving, Initiative, Creativity, Time Management, Budget Creation and Management, Strong Written and Oral communication.

Scope:

The Child Development Center (CDC) Sr. Director is an integral part of the Discipleship Team and will help champion Columbia's vision of bringing best practices in early childhood education, in a state-of-the-art environment with a world-class program to young children and families in our weekday preschool program. Our work is rooted in our Christian faith, a partnership with parents and inspired by the Reggio Emilia approach to learning. The position will include: supervision of the Program Director Team and the Specialists Team by providing spiritual leadership and organizational accountability to the Center. CDC Sr. Director will work collaboratively with the Children's pastor to provide seamless ministry to the families.

Beyond the obvious qualities of a love for Jesus, a gifting in educational leadership, a love for children, and a desire to serve God in the local church, the most desirable candidate will be a highly motivated, creative team player with a background in theology and/or early childhood education and the educational credentials to support their role.

Specific Duties:

- Works with the Discipleship Pastor and Minister to Children to establish goals and objectives to realize Columbia's vision for church/CDC-home partnership that make these discipleship ministries highly effective and exciting for preschoolers; develops a strategy for achieving those goals and objectives through all of the channels by which Columbia reaches young children, including communicating the above to other staff members, lay leaders, and parents.
- In collaboration with the Minister to Children, continues to develop the recently launched integrated curriculum across all aspects of preschool ministry, giving children a seamless experience between church, CDC, and home.
- Collaborates with the Minister to Children to organize and communicate Special Events: Easter Eggstravaganza, Summer Spectacular, Trunk or Treat, Christmas Programs
- Coordinates Preschool Spend Yourself mission projects.
- In coordination with the Preschool Director, plans and leads in bi-weekly chapels.
- Encourages the spiritual development of direct reports, CDC teachers, children and families.
- Facilitates team building and collaborative work within and among the CDC and church staffs and the ministry lay leaders.
- Works as part of the team to help promote staff morale and effectiveness, to help lead the staff by example, and to assist in increasing staff efficiency.
- Provides professional development and facilitates the annual evaluation process for the staff.
- Provides parents education for parents in church-home partnership and other educational topics related to preschoolers through training, materials, and workshops.
- Serves as a highly visible and accessible leader and cultivates a strong sense of community among the CDC and Columbia staff, children and families.
- Shepherds relationships with preschool families through personal contact, lunches, meetings, and correspondence that leads families to Columbia and deeper faith in Christ.
- Prepares and manages the budget for CDC within the parameters established by the Discipleship Pastor and the Elder Board.
- Ensures Columbia's CDC brand is strong and clearly articulated to the community through Columbia's website, social media, email, etc.
- Ensures compliance with all state child care regulations, CDC policies and procedures.
- Ensures that all classrooms maintain proper staff to student ratios required for VA State Licensing and are within the established personnel budget
- Hires direct reports as necessary, in accordance with Columbia's hiring procedures and within the established personnel budget
- Supervises Director & Specialist Teams to ensure a best-in-class early childhood education program consistent with Columbia's church-home vision and strategy,

Reggio inspired practices, Conscious Discipline, and other developmentally appropriate approaches to early childhood education

- Assist the Inclusion Specialist as needed with identification and early intervention of developmental and behavioral concerns as needed, to include classroom observation, teacher training, resources, and parent/teacher meetings
- Other duties as assigned by Pastor for Discipleship

Qualifications Include:

- 1) A minimum of a Bachelor's degree in early childhood education, theology or related field. Preferred Master's degree or beyond in same.
- 2) A minimum of 3-5 years of ministry related experience and/or training with children in a church or educational setting.
- 3) Previous supervisory experience.
- 4) Must enjoy working as part of a team to collaboratively foster an integrated discipleship ministry vision.
- 5) Exceptional interpersonal skills are required, both with children and adults.
- 6) Capable of seeing the big picture and executing detail.
- 7) Must be willing to become a member of Columbia, professing and growing in faith in Jesus Christ as Lord and Savior.
- 8) Commitment to the values and vision of Columbia.
- 9) Effective verbal and written communication skills.