Position: Director, Ballard First Lutheran Church Childcare Center and Preschool

Reports to: Ballard First Lutheran Childcare Board

Salary: Minimum salary $75,000/year, negotiable DOE.

We are searching for someone who is kind and compassionate, has a love for teaching young children as well as great leadership skills, who can continue planting the seeds of love, hope, and faith in the children of today so they may grow into confident, caring, sensitive, and inventive children of God as they move into elementary school.

This position is responsible for planning, directing, coordinating and controlling the operations and activities of the Child Care Center and Preschool. The director is responsible for the oversight and management of the total program and mission of the Childcare Center.

**Required Qualifications** (pursuant to W.A.C. 110-300-0100(3)):

* Be at least eighteen years old.
* Have an ECE state certificate or equivalent as approved and verified in the electronic workforce registry by the department.
* Have two years of experience as a teacher of children in any age group enrolled in the early learning program and at lease 6 months of experience in administration or management or a department approved plan.
* Complete the applicable preservice requirements, pursuant to W.A.C. 110-300-0105.

**Duties and Responsibilities** - A successful candidate will have the following duties and responsibilities as a full time (40 hours per week) employee:

* Plan and maintain a safe and healthy environment in accordance with Health Department and DCYF standards.
* Plan and implement a safety program for the school, including disaster and fire drills.
* Assure that the food program meets nutritional needs of children and USDA requirements.
* Develop and implement educational and religious programs for the Childcare Center, including classroom activities, field trips, parent meetings, and seasonal program.
* Assure curriculum is age appropriate for the children and is consistent with the philosophy of the Childcare Center.
* Supervise daily operation of the Childcare Center to assure compliance with DCYF licensing requirements, church and center by-laws and policies.
* Recruit, hire, and supervise staff.
* Apply for license renewal paperwork in a timely manner.
* Arrange for necessary repairs and maintenance.
* Make regular safety checks of all spaces and equipment.
* Serve as ex-officio member of the Childcare Center board.
* Recommend policies in accordance with the purpose of the school.
* Work with the Childcare Center board in preparation of the annual budget.
* Make recommendations to the Childcare Center board for changes in rates.
* Attend Ballard First Lutheran staff meetings.