

## Elim Children's Center Director - Marshalltown

### Director Job Description

#### GENERAL

Elim Children's Center functions as the most significant outreach ministry of Elim Lutheran Church.

Reflecting on the name "Elim:" *We commit ourselves to be an oasis for our time, where we are refreshed by the Holy Spirit, that we may praise and serve God, loving all people, using Christ as our model. (Exodus 15:27)*

*Elim Children's Center strives to provide children with a strong spiritual base and promote Christian values, which are modeled by our providers through their words and actions. Each day, children are engaged in developmentally appropriate activities to promote faith and learning. Through both structured educational activities and self-directed play, children grow toward lives of curiosity, learning, and respect for others.*

At Elim Children's Center we believe:

All children have the right to a safe and secure learning environment; all children possess great potential which must be tended and nurtured by caring adults at every point in their development; open communication and mutual respect are essential among parents, staff, and children.

#### EDUCATION AND EXPERIENCE

The Director is at least twenty-one years of age and holds a valid Iowa driver's license; possesses an AA or bachelor's degree in education or child related field; has a minimum of two years of management/leadership experience and/or successful completion of related class work; meets DHS Director qualifications; possesses knowledge of requirements for licensing and accreditation standards; maintains accurate and timely records required for the operation of the center; understands, guides and supports age-appropriate faith development goals; demonstrates appropriate written and oral communications skills; demonstrates computer literacy and competency.

#### STAFFING MANAGEMENT

The Director maintains confidentiality of records and communications; supervises the work of Site Supervisors, Classroom Lead/Co-leaders, and Classroom Assistants; provides each staff member with an accurate job description, Employee Handbook, and appropriate orientation/training for the position they will hold; ensures appropriate classroom ratios in cooperation with Site Supervisors; maintains accurate and up to date personnel records including background checks, staff certifications, and performance reviews and outcomes; schedules regular staff meetings and training opportunities; provides consistent written and oral communications; determines necessary disciplinary/corrective actions and follow through, as specified in the Employee Handbook.

#### CHILD DEVELOPMENT/CURRICULUM OVERSIGHT

The Director oversees the development and implementation of age appropriate curriculum throughout the center which complies with state and federal requirements; oversees the selection and inclusion of age appropriate faith development curriculum and activities which support the mission of the Center.

## FACILITIES MANAGEMENT

The Director ensures that the center's facilities comply with local, state, and federal law as safe and appropriate environments for child-care activities; reports all maintenance and repair needs to the Property Committee Chair of the Elim Lutheran Church Council; ensures that appropriate custodial supervision is provided to maintain a clean and safe environment daily.

## FINANCIAL RESPONSIBILITIES

The Director is responsible for the overall financial management of the Center, including but not limited to: developing an annual budget to present for necessary approvals; preparing monthly billing and collection of tuition; accurate payroll management; working with Elim Lutheran Church staff to maintain management of Center expenses; determining, managing, and completing fundraising activities; determining appropriate marketing, public relations, and advertising.

## PARENT & PUBLIC COMMUNICATION AND INVOLVMENT

The Director is the face of the Center to parents, children, staff, Elim membership, and the community and will engage in activities which support positive images and interactions across these same groups. The Director regularly provides parents with timely and accurate communications related to their child's care and Center policies; attends the monthly meeting of the Elim Children's Center Board, providing a written report of all facets of the Center's operation; regularly adjusts arrival and departure schedule to meet and interact with parents as they either pick up or drop off children; seeks to engage parents, Center staff, Elim members, and community members in activities which support the Center. (i.e. fundraising, special activities and programs); maintains Center's public and social media outlets.

## PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear. The employee may need to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. Regular, consistent, and prompt attendance is required. The noise level in the work environment is usually moderate.

## SUPERVISION AND SALARY

+The Director's immediate supervisor is the Pastor of Elim Lutheran Church; Her/his performance will be reviewed on an annual basis; Hours and salary to be determined, based on education and experience beginning at \$34,000. Position will remain open until filled.

Contact: Kathy, Interim Director or Brooke, Assistant Director at 641-752-8760 or email:  
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