



Director of St. Luke's Weekday Early Childhood Programs

Position Type: salary

Category: 40 hours/week

Classification:

Reports to: Director of Kids Ministry

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

St. Luke's Early Childhood Program serves children in our community and in the surrounding community from ages 10 months to 6 years of age. We believe that early childhood education provides enriching educational experiences in the developmental areas of a child's life and St. Luke's is unique to other Indianapolis area programs. We provide an opportunity for children of all ability levels to relate socially to each other, learn from each other and play together. This is a special opportunity to develop the foundation for Christian attitudes towards individual differences throughout the child's life.

POSITION OVERVIEW

With many programs available to parents, St. Luke's Early Childhood Program prides itself on the high-quality education provided to children. The program believes firmly in learning through play, focusing on the whole child; social/emotional, physical, and cognitive. As the leader of the program, the Director would have full responsibility and oversight for the program's annual budget, day-to-day program function, recruitment and retention of students and families, and lead a staff of approximately 35 teachers. Additionally, this role requires a healthy relationship with the Director of Kids Ministry and Kids Ministry team to build a supportive relationship with St. Luke's and to bridge weekday programming with St. Luke's at large. This position aligns fully with St. Luke's Mission and Purpose statements.

RESPONSIBILITIES

- Recruit, hire, lead, and evaluate highly qualified teachers and provide ongoing opportunities for professional development and coaching of teachers. Providing timely feedback, assisting with conflict resolution, and disciplinary action when needed.
- Development and maintenance of the annual budget, calendar, family gatherings, Parent Council, and staff meetings; establishing and enforcing policies on admission, attendance fees, and assure compliance with the state fire marshal and health department guidelines.
- Oversight and responsible for the maintenance of accurate and updated records for students and staff and hold the highest level of confidentiality possible.
- Monitoring the cleanliness and safety of classrooms and equipment (both indoor and outdoor) and ensuring that all staff are properly trained in CPR/First Aid.
- Maintain positive relationships with St. Luke's staff and attend weekly Staff Chapel and other non-weekday events related to St. Luke's as a representative of the Early Childhood Program.
- Represent the program and participate in groups within the community and at St. Luke's to create and maintain supportive and authentic relationships with leaders, families, and the community.
- Support and collaborate with teachers as they develop age-appropriate activities and lessons that promote learning with the whole child in mind and supporting teachers and families as discipline, behavioral, health issues that could impact learning of the child and others.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God and be committed to the mission and purpose of St. Luke's.

Leadership: Dynamic leader that will passionately engage teachers and families with a positive vision for high quality education. Director enjoys being a part of a team, serving others, and building relationship. Demonstrates an ability to lead through change, cast vision, and open to opportunities to support the community around St. Luke's.

Organizational: Director is flexible and can adapt to constantly changing events of the day. Can easily multi-task and prioritize needs. Director has an awareness of NAEYC early childhood standards and leads in ways that support and achieve these standards.

Advocacy: A supporter of high-quality education that reinforces the best interests of students, teachers, and families of St. Luke's is needed, making their own learning a priority through the year and the desire to build bridges and promote and connect the ministry of children within the church is essential.

Communication: Clear and confident communication to staff, families, and students is required to maintain trust and confidence with the program. An ability to listen with empathy and compassion to the families and staff entrusted in your care.

Relationship Builder: Develops and maintains positive relationships with staff, families, and St. Luke's Curriculum and Instruction: strong knowledge of child development and understanding of the scope and sequence of learning is critical. This position will lead with vision the teachers and parents in best practices of early childhood education.

Other Qualifications

- Bachelor's Degree in Education (preferably Early Childhood Education)
- Minimum of 4 years experience in the classroom
- Minimum 2 years experience leading an early childhood program

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.