

Position Description: Director of First 5 Years

Purpose: The director is the face and voice of the First 5 Years Program of the First Presbyterian Church in Lawrence Kansas. By bringing together teachers, families, the church, and the community the director will strive to provide an appropriate learning environment for children and families seeking an outstanding growth and development experience mentally, emotionally, and spiritually.

Accountability: The director reports to the First 5 Years Board of Directors and the Head of Staff of First Presbyterian Church. This position is a part of the staff of the church and as such the Personnel Committee and Session are responsible for oversight as well.

Requirements for the Position:

- The director must meet all requirements as established by the State of Kansas Administrative Regulations for a facility with over 24 children. (details available if needed)
- One to five years of experience working with young children in a licensed center.
- CPR and First Aid Certified.

Duties and Responsibilities:

- Implements strategies to promote the value of the program within the community
- Ensures adherence to federal and state employment laws and regulations
- Recruits, screens, trains, supervises, and evaluates staff.
- Establishes an organizational culture where staff feel valued, competent, and safe
- Manages all program resources (records, financial, personnel, time) effectively
- Collaborates with families in their child's learning, development, and well-being
- Meets financial obligations, including paying teachers and other staff, tracking tuition and other expenses.
- Develops a fiscal business plan to reflect the program's mission, philosophy, and financial position
- Ensures that supplies and equipment are available as needed
- Communicates with staff, families, Board of Directors, and church leadership in professional and timely manner
- Schedules specials, recess, events, (i.e. Art Fair, Carnival, Christmas Sing, etc.) and coordinates with church staff
- Coordinates with church staff regarding building use, needs, management, etc.
- Ensure that the program meets or exceeds the requirements of the state health department requirements for accreditation.