

## **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.

### **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
- 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 and coordinates with church staff
- Coordinates with church staff regarding building use, needs, management, etc.