

Job Description: Director of the Ministry of CEC

Updated 3/15/2026

Qualifications: The candidate must have a college degree or an associates degree in Early Childhood, Child Development or related field plus 6 years of experience or 8 years of experience in Early Childhood Education and complete one of the following: Child Development Associate Credential, Birth – Pre-K Credential, Director’s Credential or a Technical Certificate in Early Childhood Education. Candidate should be able to demonstrate knowledge of developmentally appropriate practices, basic child development theory and principles, and appropriate guidance strategies for managing children’s behavior. Candidate should be able to demonstrate knowledge of administrating a child care center, including staff supervision, and business management. The candidate needs strong verbal and written communication skills, computer competency, excellent interpersonal skills, and exceptional organizational skills. The candidate should also be a self-motivated team leader, committed to excellence and have a strong love for children.

Statement: The director is responsible to fully maintain all operations of CEC. The director will follow all DHS regulations and requirements. They are also responsible to solve all student, parent and staff issues as they arise. The director will maintain a high standard of excellence for CEC, the staff, the curriculum program and in regards to the community and FUMC.

Accountability: The director is supervised by the Senior Pastor in consultation with the CEC Board of Directors and responsible to the context of the ministry of NLR/FUMC.

Administrative Responsibilities:

1. Make provision for absences ensuring a person in charge shall be at least twenty-one years old and have the ability and authority to carry out daily operations of CEC.
2. Represent and provide a high quality program according to developmentally appropriate practice guidelines (such as NAEYC), basic child development knowledge and Better Beginnings.
3. Demonstrate and implement knowledge of Better Beginnings including the completion of required reports.
4. Ensure CEC’s compliance with Minimum Licensing Requirements per DHS.
5. Administer all of CEC’s programs according to the policies approved by CEC Board.

6. Compile an agenda and attend the meetings of the CEC staff.
7. Complete a weekly schedule for employees with the knowledge of ratio requirements and employee absentee requests. Find substitutes for all employee absences.
8. Ensure all records for employees and children are orderly and meet all the requirements of regulations of DHS and Better Beginnings (to the level of current).
9. Prepare CEC's annual budget for the Board's approval each November or sooner.
10. Directly oversee all budgetary expenditures and correspondence, in coordination with CEC's accountant.
11. Ensure that all parents' financial accounts are current.
12. Provide instructional and office supplies within the financial limits of the budget
13. Conduct the annual enrollment and registration program.
14. Set standards for hiring employees, interview, hire and insure training of employees.
15. Assign all employees to appropriate placement within CEC.
16. Write disciplinary reports for employees as warranted.
17. Attend in-service and professional development meetings as required by licensing regulations to include at least 20 hours per year.
18. Attend all CEC board meetings and prepare and present reports including employment action to the board.
19. Attend church staff meetings to assure communication and cooperation with the church.
20. Hold a current CPR certification and first aid that includes infants, children and adults.

Communication Responsibilities:

1. Develop and maintain a positive rapport with the parents, children, church staff and employees.
2. Conference with parents, teachers and employees about any areas of concern.
3. Communicate with employees on disciplinary actions and possible termination as well as termination if necessary after 3 written notices.
4. Communicate with parents and employees about current activities and policies of CEC.
5. Communicate with the assistant director and office manager ensuring their knowledge of current business enabling their ability to conduct business in the director's absence.

6. Conference with prospective parents about CEC's program and provide a tour of the facility.
7. Communicate with all vendors ensuring deliveries, correct costs and returns of damaged goods.
8. Represent CEC as a vibrant part of the Church's ministries within our community.
9. Communicate when necessary with the board about current activities, parent concerns, staff concerns and any other pertinent information.

Supervisory Responsibilities:

1. Ensure CEC is providing a safe, clean, loving, caring and learning environment for each child, as well as a positive atmosphere for all.
 2. Conduct interviews with potential employees.
 3. Ensure that an orientation for all new employees concerning policies, state regulations, health/safety precautions and the expectation of employees is conducted.
 4. Ensure employee paperwork and paperwork is completed in accordance with DHS regulations.
 5. Supervise all CEC staff members.
 6. Provide instructional or environmental leadership to employees as warranted.
 7. Conduct disciplinary conferences with staff members as well as providing assistance for improvement from observations and conversations.
 8. Supervise the organization and implementation of the operations of CEC's administrative office and the assistant director's duties.
 9. Provide leadership and supervision of the after school program and summer program.
 10. Provide supervision of the planning and implementation of the daily curriculum and instructional programs for all classes.
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To be considered for this position, please email a current resume and letter of interest to job@nirfumc.org