

Campus For Kids

Administrator/Director

1/13/22

City Church Ministries has a variety of sub-organizations, including City Church, Campus for Kids Learning Center, Abundant Life Christian School, and 97x FM. The goal of City Church is to serve our staff and families well in the Lord and to perform all of our duties with excellence, joy, and with a spirit of service, to our Lord first and also to those we are supporting.

Vision:

To facilitate administration of the childcare center and development of the whole child (i.e., cognitive, social-emotional, motor, language, spiritual) through creative, developmentally appropriate methods of teaching. All goals must be accomplished within the ethical standards of the Bible.

Primary Duties & Responsibilities:

- Assume responsible leadership and oversee the business functions of CFK and its programs.
- Represent CFK on the City Church Council and Management Team.
- Maintain communication with the State Licensing Department, the Wisconsin Department of Children and Families and with the Department of Public Instruction.
- Maintain active relationships with child care organizations on the regional, state and national level.
- Ensure all State Licensing and accreditation regulations are being followed throughout the center.
- Ensure programs of state or federal aid are in order and updated regularly.
- Maintain a center that is thoroughly Christian in nature and practice.
- Develop a sound program for the spiritual and academic in-service growth of the faculty.
- Prepare an annual CFK calendar and school age monthly calendars.
- Maintain Vacation/Requests Off Calendar and oversee staff scheduling, utilizing teachers and general staff and facilities efficiently.
- Oversee and review payroll processing bi-monthly.
- Oversee and assist with the duties involved with transportation.
- Oversee and assist the Enrollment Coordinator with new and transitioning students to as needed.
- Oversee and assist the Assistant Director in the tuition billing process and preparing the annual budget.
- Oversee and assist the auditors with the annual audit
- Meet with parents who are experiencing financial difficulties and create a financial payment plan.
- Coordinate marketing efforts.
- Approve any field trips requested by School-age Coordinator and review permission slips.
- Maintain leadership and a daily working relationship with all staff, working closely with them for the successful functioning of their position and for the good of the center.
- Be aware of the overall condition of center classrooms, kitchen and common areas.
- Act as a liaison between center staff, maintenance and custodial staff.
- Provide leadership, direction and supervision for the CFK Administrative and Food Service Teams including encouraging, awarding and disciplining staff as needed.
- Manage annual staff evaluations
- Maintain Staff Personnel Files.
- Work with the HR department with overall staff changes including the hiring and onboarding process.
- Provide leadership for mandatory miscellaneous events, such as the Christmas, Spring and Summer Fun programs, as scheduled during the year.
- Assist with classroom supervision when needed to maintain ratios.
- Supervise and oversee the Preschool Coordinator's implementation and expansion of the curriculum as well as ensure each class is being taught according to the standards of developmentally appropriate, research-based practices.
- Work with the appropriate staff to problem-solve challenging behaviors and other classroom concerns.
- Maintain consistent discipline according to the CFK and State Licensing Child Guidance policies.
- Schedule Parent/Teacher Conferences in the fall and spring.
- Establish rapport and maintain positive interactions with children and families including meeting with parents as needed and respecting all types of families.

Education/Experience and Qualifications:

- Completed high school education.
- Must be at least 21 years of age.
- Complete administrative training in Early Childhood and / or childcare administration on a regular basis.
- Must be listed with "The Registry," Wisconsin's professional recognition system for the childhood care and education professional at Level 13 or higher.
- General knowledge of child development from birth to 12 years of age.
- 3+ years of early childhood experience.
- Complete Sudden Infant Death Syndrome (SIDS) training and follow through with center procedures.
- Complete Blood-borne Pathogens training and follow through with center procedures.
- Maintain 25 hours of continuing education annually and keep up with major trends in childcare.
- Willingness to work with children with special needs, upon adequate training.
- Have faith in God and have accepted salvation through His son, Jesus Christ; daily living in a relationship with God which would be evident in your life, through word and deed.
- Actively involved in the City Church community.

Interpersonal Skills:

- Demonstrate evidence of emotional maturity and stability.
- Relate to children at an age-appropriate level.
- Demonstrate a genuine interest in and concern for the education and well-being of children.
- Handle emergency situations in a positive, proactive manner, following emergency guidelines/protocol.
- Respond to supervision in a positive, proactive manner.
- Communicate concerns to supervisor, as necessary.
- Have a willingness to uphold all center policies and requirements.
- Ability to properly handle difficult conversations and provide sufficient conflict resolution support.