



JOB DESCRIPTION

☐ New

☒ Full-Time

☒ Exempt

Date Hired: 2 Aug 2023

☐ Part-Time

☐ Contract

☐ Non-Exempt

Employee:

Job Title: Director

Department: Mosaic Learning Center

Schedule: Mon-Fri (As needed to cover the center & on call)

Manager: MLC Board

I. Purpose Statement:

The Director is responsible for ensuring the health, safety, and quality of education, for all children within Mosaic Learning Center's care. As a ministry of Mosaic Church, the Director also ensures a spiritual component is infused into the daily culture of staff and operations. The Center Director is directly accountable for overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, legal and budgetary considerations, and long-range planning. The Center Director ensures that the needs of the students and the goals of the center are met appropriately.

II. Educational Requirements:

Bachelor's degree or master's degree in early childhood education or related field of study with a minimum of 30 credits in ECE.

III. Knowledge, Skills, & Experience Required:

- Minimum of (5) years of supervisory experience at a large daycare required.
- (5) years of direct professional experience in an early childhood setting.
- Born-Again Christian, Active in a local Church
- Adheres to a Biblical Worldview, Embraces the Mission and Vision of MLC in congruence with that of Mosaic Church
- Strong oral and written communications skills; technology skills.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Cultural humility, navigating diverse family backgrounds
- Strong finance and budgeting skills.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- All TN State DHS required certifications.
- Must clear full background check
- Must pass health screening

IV. Essential Functions and Responsibilities:

- Establish & maintain a quality vision for Mosaic Learning Center. Manage adherence to quality standards in accordance with the vision and with state and local requirements. Maintain quality effectiveness measurements.
- Establish and maintain a spiritual climate for our children to cultivate faith in Jesus Christ.
- Develop general educational curriculum; collaborate with MLC Board and MLC staff to develop positive learning activities; manage adherence to state and local regulations.
- Maintain student records in accordance with established enrollment procedures and guidelines.
- Maintain communications with parents of current and prospective students through direct conversation, newsletters, and parent handbook; implement community outreach activities to maintain and promote positive community relationships.
- Approve menus and food purchases.
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- Collaborate on all office functions including payroll, accounts payable and receivable, tuition billing and payment, human resources and personnel management (staff supervision), and purchasing with the finance administrator.
- Resolve conflicts (including corrective action when necessary) to ensure a positive experience for everyone.
- Collaborate with MLC Board to manage budget planning and review.
- Establish illness and emergency procedures; ensure staff is trained appropriately.
- Implement a strategic plan and goals in keeping with the mission of Mosaic Learning Center.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Other duties as required.

V. Physical Demands:

- Must be able to lift 50 lbs.
- Must be able to work long hours on your feet

VI. Time Expectations:

- Full-time salaried position

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____