

Christocrats Academy of Science & Technology, Inc.

Early Learning Center Director

Job Description

Founded in 2020, Christocrats Academy of Science & Technology, Inc. is committed to excellence in teaching the mind, reaching the heart, and inspiring global servant leaders to impact the world for Jesus Christ. Christocrats Academy of Science & Technology, Inc. distinctively educates students in a Christ-centered learning environment.

Job Summary: The Christocrats Academy of Science & Technology, Inc. (CAST) ELC Director must be a spiritually sensitive individual who understands the mission and philosophy of Christocrats Academy of Science & Technology, Inc. and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the Conditions of Employment outlined in the CAST employment agreement. The ELC Director must be a born again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites.

I. General Description of Duties and Responsibilities

The ELC Director is responsible for the 2 year old, PK3, PK4 preschool programs and grades K&1 (in addition to K-12 virtual learning program). The ELC Director will take a lead role in the expansion of this program into the CAST main campus. The position is a fulltime, 12 month employee and member of the Senior Leadership Team. Compensation is commensurate to experience; benefits are included.

II. Essential Job Requirements

- a. Coordinates 2 year old, PK, and K-1 activities and serves as administrative lead for 2 year old through 12th Grade faculty and staff.
- b. Makes recommendations for curricular and equipment needs.
- c. Administration and management of the center; (ii) Safety and protection of the children; (iii) Development and implementation of policies and procedures; (iv) Communication with parents about the policies and procedures of the center; (v) Staff hiring, supervision and ongoing professional development; and (vi) Compliance with all applicable laws and regulations of the child care center.
- d. Attends ELC functions for families.
- e. Regularly communicates with the President concerning praises/needs/concerns related to the ELC.
- f. Facilitates the completion of forms for obtaining and maintaining ACSI preschool accreditation, South Carolina Department of Social Services: Division of Early Care and Education licensing, the United States Department of Health and Human Services (USDHHS) health and safety guidelines, United States Department of Agriculture (USDA) Child and Adult Care Food Program food and snack regulations, as well as the South Carolina Department of Health and Environmental Control (SCDHEC) compliance, including:
 - employee screenings

- employee training
 - employee/school compliance to background screening and SCDSS department regulations.
 - provides information to administration for decision making in operational aspects of maintaining regulation compliance.
- g. Submits annually the religious registration form to the state.
 - h. Attend after school divisional meetings, all-school meetings, and/or parent conferences as scheduled
 - i. Attend select evening school activities (i.e. Parent/Teacher Conferences, performing arts or athletic events, etc.)
 - j. In coordination with the Development Director and other administrative staff, establish and reach ELC enrollment goals for Admissions; establish and reach activity goals (contacts, visits, etc).
 - k. Develop, implement, and manage a family/student recruitment plan.
 - l. Increase awareness of the Early Childhood Program through feeder schools, feeder churches, and other groups.
 - m. In coordination with the administrative staff develop, implement, and manage the retention strategy and process by becoming the champion for retention between Early Childhood and the Lower School and future secondary school programs.
 - n. Oversee all operations on the ELC campus.

III. Qualifications

- a. Spiritual
 - i. Must have a clear testimony of personal faith in Jesus Christ as Savior
 - ii. Please check the school's website regarding personal faith alignment to the CAST statement of Faith
 - iii. Must be able to demonstrate active membership and involvement in a local church
- b. Education
 - i. A diploma in child development/early childhood education from an institution of higher learning or a child development associate (CDA) credential, and one year work experience in a licensed, approved or registered child care facility; or
 - ii. A high school diploma or General Educational Development (GED) certificate with at least one year of work experience in a licensed, approved or registered child care facility. That year shall have included supervision of child care staff. A director/co-director who is prevented from obtaining a high school diploma or GED because of a disability, and who otherwise is qualified to perform the essential functions of the position, must have at least a high school Certificate of Completion with at least one year of work experience in a licensed center; or
 - iii. A college or university degree in early childhood education, child development, child psychology or a related field that includes at least eighteen credit hours in child development and/or early childhood education; or
 - iv. A bachelor's degree from a college or university in any subject area and six months experience working with children in a licensed, approved or registered child care facility; or
 - v. An associate's degree from a college or university in early childhood education, child development and/or child psychology or a related field, that includes at

least eighteen credit hours in child development and/or early childhood education with six months work experience in a licensed, approved or registered child care facility;

vi. ACSI certification

c. Experience

i. At least five years of related experience Early Childhood programs

ii. At least three years administrative experience in directing Early Childhood Programs

iii. Experience in admissions and strategic planning is preferred

iv. Must desire to be a team player, demonstrate leadership skills including organizational and administrative abilities, and excellent communication and customer service skills.

v. Participate in training as required by SCDSS: Training shall be age appropriate for the child population served by the child care center and in subject areas related to: administration, child growth and development and health and safety (such as, but not limited to child care, nutrition, infection control, communicable disease management and causes and signs of child abuse and neglect). Training in areas related to supervision of child care staff or program administration.

vi. Satisfactory criminal background check.