

La Crescenta Presbyterian Church
2902 Montrose Ave
La Crescenta, California 91214

TITLE: EXECUTIVE DIRECTOR OF THE CENTER FOR CHILDREN (CFC)

RESPONSIBILITIES:

The Director shall be responsible to administer & lead a comprehensive child care program, including infants/toddler, preschool & before/after-school care program including a full-day day camp when public schools are closed. The program shall provide an environment which contributes to the enrichment of the developmental aspects of each child. The Director shall be responsible for a program of professional & spiritual enrichment for the staff. The Director will be an ambassador to the church to help accomplish La Crescenta Presbyterian Church's (LCPC) goal of bringing the good news of Jesus Christ to families in our community.

QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Early Childhood Education or related field equivalent experience & meet the state of California requirements.

EXPERIENCE: Must have a minimum of three years recent experience in the administration of a child's center or other child related profession that included creating programs for children.

PERSONAL: Must be a Christian by commitment & experience.

HEALTH REQUIREMENTS: Must have a release from a physician stating ability to perform all duties of the position.

DRIVING REQUIREMENTS: Must have a valid Driver's license with a clean driving record (3 points or less) & a willingness to drive CFC vans on occasions.

ADMINISTRATIVE RESPONSIBILITIES:

Organizational

- Reports to the Senior Pastor, attends Church Staff meetings, and is active in the life of the church.
- Seeks out the Pastor as a trusted resource for guidance on staff-related matters, family issues or LCPC concerns.
- Adhere to the lines of authority & communication formulated by the organizational chart.
- Reports out to the CFC Ministry Team at regular scheduled meetings, most months.
- Cultivates & maintains relationship & communication between the CFC & the Church.
- Actively supports outreach & children's ministry events by attending several events.
- Responsible for reporting or suggesting maintenance needs of the facility to the Property Team of the Church.
- Attends monthly property meetings or sends a delegate.
- Oversees the social media & internet presence of the CFC.
- Prepares monthly newsletter to be published in LCPC's monthly newsletter, *The Messenger*.

Licensing & Compliance

- Directly responsible to ensure the Center conforms to all health, safety, & licensing regulations.
- Leads & responsible for all Federal, State, & Local inspections & licensing agencies.
- Responsible for staffing of the Center & maintaining legal ratios for each age group, including daily substituting.
- Oversees the California Nutritional Program.
- Plans & implements a school safety & disaster program.
- Ensures that the Director or designee will be on the premises during normal operating hours.
- Responsible for adhering to the CFC policies & procedures.
- Keeps accurate records of policies, procedures, enrollment & daily activities.

Revenue & Budget

- Responsible for monitoring & collection of all tuition & fees & following up re: delinquent accounts.

- Works with our subsidized families to obtain, retain and track funding.
- Prepares preliminary annual budget with the assistance of the CFC Treasurer. Presents that budget to the CFC Ministry team, then the Finance Ministry Team & finally to the Session of the Church for final approval.
- Responsible for maintaining the budget, going to the CFC ministry team for expenditures beyond the budget.
- Communicates concerns over the budget such as deficits, overages, requests from LCPC to CFC Ministry team.
- Keeps records of van purchases, maintenance & driver qualifications.
- Responsible for the maintenance of the accounts (receivable & payable) as delegated to the CFC Treasurer.

CFC PROGRAM DEVELOPMENT & IMPLEMENTATION:

- Interviews & admits prospective students & parents.
- Builds relationships with parents: is available for conferences related to child behavior, concerns about the center, child development advice &/or family issues & presents ongoing parent education.
- Responsible for the educational/curriculum program.
- Coordinates the staff & visits each classroom regularly.
- Maintains a referral system for children with special needs.
- Develops an annual calendar based on the school year, starting at the beginning of summer.
- Works with the Director of Children's ministry on classroom visits & chapel.

STAFF SUPERVISION:

- Reviews existing Job Descriptions at least annually, prepares new Job Descriptions as needed.
- Works with the day camp director to design & oversee a full day summer day camp for elementary students.
- Prepares or designates someone (& oversees process) to maintain van driving lists during the school year.
- Recruits, interviews, hires, promotes & dismisses staff within established guidelines.
- Maintains accurate records of all staff attendance & Personal Time Off.
- Evaluates staff annually, at minimum.
- Plans & implements a staff program of professional, personal, & spiritual enrichment.
- Holds regular staff meetings.
- PTO of the Director & other administrative staff shall be coordinated so that an official designee is on campus during regular operating hours.

CFC COMMUNITY RELATIONS:

- Attends & participates in professional organizations & conferences to keep abreast of research & development
- Available as a community resource for speaking on child development issues, parenting or other related subjects.
- Keeps an active profile of the center in the community.

EVALUATIONS:

A performance review will be conducted annually by the Personnel Committee in accordance with LCPC Personnel policies.

BENEFITS: PTO available after 90 days, up to 4 weeks with an additional week added to accrual on 5 year anniversary. Health and Medical coverage at 50% for the employee only. \$10,000 life insurance coverage policy for employee only. 20% discount on childcare at CFC. 403(b) plan available for employee contribution.

SALARY RANGE: \$90,000 to \$100,000

START DATE: No later than May 5, 2025

If you don't meet 100% of the qualifications but are excited about this role, we encourage you to apply. We value unique perspectives and experiences. Research shows that some candidates, particularly women and underrepresented groups, may hesitate to apply unless they meet all qualifications. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway.