

The Learning Tree Director

Reports to Senior Pastor

OVERVIEW:

The Learning Tree Director provides leadership, oversight and support to the weekday children's ministries at O'Fallon First United Methodist Church (OFFUMC)

GENERAL RESPONSIBILITIES:

1. Church / Learning Tree Relations
 - A. To see The Learning Tree as a Christian mission for Jesus Christ and as a part of the Christian education of the church.
 - B. To support the purpose of OFFUMC to "Connect Imperfect People to a Perfect God."
 - C. To recognize the Learning Tree as an important component of OFFUMC's Discipleship Pathway, Encountering, Engaging, Equipping, and Encountering individuals for Christ
 - D. To facilitate mutual and prayerful support of the church and school as well as activities in ministry to the community.
 - E. To ensure that spiritual expression is a part of every meeting.
 - F. To uplift the ministry of the preschool to the church congregation through newsletter articles, bulletin boards, media, brochures, etc.
 - G. To uplift the ministry of the church to the parents and preschool staff.
 - H. To serve as part of the church staff.
 - I. To serve as an active member of the Church Council, LT Board, and other relevant church committees.
 - J. To support the pastor(s).
 - K. To route information for decision-making through the appropriate church committees. These include:
 - a. Overall policy through the LT Board.
 - b. Budget and salary planning and financial agreements through the LT Board and Committee on Finance.
 - c. Approval of hiring staff through the LT Board and The Committee on Staff-Parish Relations
 - d. Facility related issues and maintenance through the LT Board and The Board of Trustees
 - e. Scheduling and room use through the Office Manager

- L. To facilitate church members' active participation in the life of the Learning Tree
- M. To encourage and facilitate the staff's attendance at professional and spiritual conferences.
- N. To pursue continued training in the field of children's programs and spiritual growth.
- O. To help ensure that students are taught respect for God's house and other people's property.
- P. To manifest a concern, respect, and love for children.

2. Growing People

A. Children

- a. To help ensure a warm and loving atmosphere where children interact, laugh, etc.
- b. To know the children and what is happening for the children in the program.
- c. To keep careful records on each child to monitor social, emotional, physical, and cognitive progress and well-being.
- d. To ensure the curriculum is working well. To constantly monitor its effectiveness and work with staff to change it to meet individual needs and diverse personalities and situations.
- e. As is required by law, to know the indicators of abuse and neglect, and to report all suspected cases. To train and support staff to do the same.

B. Parents

- a. To offer parents opportunities to attend orientation programs at the beginning of each school year.
- b. To make sure parents feel free to spend a few moments at drop off and pick up times to talk with me or with their child's teacher.
- c. To ensure they are comfortable enough to ease the transition and share information.
- d. To answer questions, address concerns, and refer parents to other professional services as needed. Parent education happens informally in day-to-day interactions and formally through center events, meetings, conferences, and workshops.
- e. To offer parents opportunities to evaluate the program.

C. Staff

- a. To give the staff support, information, and guidance.
- b. To know how to be there for them as a person while maintaining a professional relationship.
- c. To work with the staff as a team.
- d. To work out differences and to laugh.
- e. In hiring, training, and working with staff, to build on each person's strengths, allow for individual differences, and help each person grow beyond their weaknesses.
- f. To encourage staff to visit other programs and to attend conferences and workshops.

- g. To provide training through regular staff meetings, frequent observations, and informal feedback.
- h. To know when to intercede and when to watch from the sidelines.
- i. To provide staff with opportunities to evaluate themselves, the program, and the director.

D. Self

- a. To feel a sense of accomplishment and to accept the difficult challenges.
- b. To take time for oneself, both to be alone and to be with family and friends. The commitment to this job is not all-consuming.
- c. To attend worship regularly
- d. To attend meetings with other directors, both informally and through conferences and workshops, to give opportunities to vent frustrations, renew commitment, and adjust perspective.
- e. To stay well-informed on childcare issues through professional reading and participation in community, state, and national activities.
- f. To pray regularly for the church and school ministries.

3. Growing an Organization

- A. To ensure The Learning Tree is in compliance with state and local laws.
- B. To create a daily flow of activities and responsibilities which is effective and flexible
- C. To ensure UMAP and NAEYC standards are met.
- D. To ensure emergency plans of action are clear to everyone.
- E. To inspect, or have someone assigned to inspect, the facility both indoors and outdoors to make sure that it is a safe, comfortable, and pleasing place for adults and children to spend their days together.
- F. To ensure that record-keeping systems are efficient and up-to-date on vital information regarding staff, children, families, finances, evaluations, etc.
- G. To ensure the program philosophy guides decision-making for staff.
- H. To delegate meaningful tasks.
- I. To develop the program's long-range plan and alter that plan as new conditions require.
- J. From year to year, to ensure the organization operates on a fiscally sound basis.

- K. To continually monitor enrollment patterns for the purpose of programming and budgeting.
- L. To keep staff and parents well-informed.
- M. To monitor happenings within the community so that we will be well prepared to guide the program into the future.
- N. To serve as an advocate for children's issues .

SPECIFIC RESPONSIBILITIES:

1. To monitor compliance with DCFS, the Health Department, and other government agencies, as needed
2. To ensure proper child/adult ratios are met.
3. To update and manage the website.
4. To advertise within the church and community.
5. To communicate with church committees and staff regarding staffing, finances, room use, etc.
6. To maintain the online reservation site.
7. To order and purchase supplies (crafts, books, lunch, toys, manipulatives, staff t-shirts, etc.)
8. To maintain lines of communication with the church congregation, by means of bulletin announcements, newsletter articles, Facebook posts, etc.
9. To conduct staff observations and provide feedback.
10. To coordinate staff development opportunities.
11. To plan periodic teacher appreciation events/gifts.
12. To ensure that staff maintain CPR certification.
13. To work with the church bookkeeper to develop and manage a yearly budget, to plan, manage and report expenses.
14. To maintain PMO/Preschool Facebook pages.

15. To communicate with parents, answering questions, hearing concerns, etc.
16. To maintain informational literature provided to new families.
17. To maintain confidentiality about parents and children.
18. To plan growth and development of the program.
19. To plan periodic staff development and continued education activities.
20. To lead a monthly chapel time for preschoolers.
21. To ensure all adults in direct contact with children are background checked and properly trained.
22. To abide by the policies and procedures set for in the LT Staff Handbook

Position Qualifications

The Director must meet DCFS Director qualifications:

A minimum of an Associate Degree in Child Development, Early Childhood Education, Education or Elementary Education (Bachelors' Degree preferred)

OR

64 semester hours in any discipline with a minimum of 21 college credit hours in child development, early childhood education or early childhood special education.

AND ONE OF THE FOLLOWING:

Gateways to Opportunity Level 1 Illinois Director Credential

OR

3 semester hours of college credit in administration, leadership or management

OR

3 points of credential- approved training in administration, leadership or management.

Qualifications subject to changes in DCFS requirements.

Learning Tree Director- Summary of Position

The Learning Tree director is a member of the Staff of O'Fallon First United Methodist Church. He/She works closely with other staff members to further the mission of the church in collaboration with other ministries.

The Learning Tree Director oversees the staff of all programs of the Learning Tree ministry, which currently includes Pre-K, Pre-School, Parents Morning Out and Play Café. PMO runs year round.

The Director works with the Learning Tree Board to develop and maintain the program. This includes:

1. Program planning and managing compliance with DCFS standards, state and local laws.
2. Planning and managing the budget for the Learning Tree.
3. Hiring, supervising and evaluating staff.
4. Interacting with parents, students and staff to promote Christian growth.
5. Ensuring that National Association for the Education of Young Children and United Methodist Association of Preschools standards are met.
6. Developing, overseeing and facilitating the curriculum.
7. Managing the shared facility to ensure safety, cleanliness and cooperation.

Learning Tree Director Salary

The Director's salary rate beginning in January, 2021 is \$16.00/hour. The position is a twelve month position of 21-24 hours/a week on average, but the hours fluctuate through the year; with the highest amount typically in the summer. There are no paid holidays, sick days or vacation. The salary range is \$17,472- \$19,968 annually (based on 21-24 hours).