



## **DIRECTOR OF FIRST BAPTIST LEARNING CENTER**

### **Position Summary:**

The Learning Center Director is responsible for overseeing the daily operations of the church's weekday education program. The Director ensures that FBLC operates in alignment with the mission, vision, and values of the church. This includes managing staff, upholding high standards of Christian care and early education, maintaining compliance with state licensing requirements, and fostering a loving, Christ-centered environment for children, families, and staff. The Director is responsible to the Senior Pastor and also to the Personnel Committee and receives guidance and support from the Learning Center Committee.

### **Spiritual and Mission Alignment:**

- Demonstrates a growing relationship with Jesus Christ and actively participates in the life and ministry of the church.
- Leads FBLC as a ministry extension of the church, modeling Christian values and servant leadership.
- Creates a spiritually nurturing environment where children learn about God's love through daily instruction, prayer, and example.

### **Specific Responsibilities:**

#### **Operational Leadership**

1. **Open the Center Daily:** Be present to open the FBLC by **6:30 a.m.** to ensure the building is safe, classrooms are ready, and all is in order before students arrive at **7:00 a.m.** (Closing is not required, as teachers cover staggered shifts.) The Director would work no more than 40 hours a week. Ensure assistant FBLC director or another staff member is in charge in absence during operational hours.
2. **Technology Management:** Learn and effectively manage the **BrightWheel app**, including tuition processing, payroll, attendance, and communication with parents and staff. Be knowledgeable and proficient in Microsoft Word and Excel for creating and managing memos, letters, student/faculty writeups, handbooks, and student packets.

3. **Daily Operations:** Give oversight to the daily administrative operation of FBLC, ensuring smooth functioning of classrooms, schedules, and resources. Maintain accurate student and faculty records in both paper and electronic formats.
4. **Emergency Readiness:** Respond promptly to unexpected situations such as teacher absences, illness, or emergencies, making necessary staffing adjustments to maintain compliance and safety.
5. **Attend weekly church staff meetings**

### **Staff Leadership**

1. **Supervision:** Provide general oversight of the teaching staff, ensuring classrooms meet standards of care, education, and safety. Recruit, hire, train, and evaluate all FBLC staff members. Consult with the Senior Pastor on major personnel matters, such as probation or termination.
2. **Scheduling & Coverage:** Manage staggered teacher schedules and ensure proper coverage when staff are absent or late. We have the teachers either opening up or closing. This allows them to all get 40 hours and not go over, but still have teachers there for when students arrive, and then the others will be there until students are picked up.
3. **Training & Development:** Assist in training new staff and ensure all teachers understand policies, procedures, and the use of technology tools.
4. **Management:** Maintain current personnel files on each employee and conduct employee reviews at least annually.

### **Curriculum/Events**

1. Guide development and implementation of a Christ-centered curriculum that supports age-appropriate spiritual, emotional, social, and academic growth. Monitor classroom activities to ensure excellence and consistency across programs.
2. Plan and organize programs such as graduation and parent holiday lunches.

### **Communication**

1. **Parent Communication:** Maintain positive and professional communication with parents regarding policies, updates, and concerns. Ensure FBLC parent handbook is updated, reviewed and signed by all new parents and also signed annually. Be available for/schedule parent/teacher conferences as needed. Hold annual parent meeting prior to the start of the school year.
2. **Committee & Church Reporting:** Communicate regularly with the FBLC committee and Senior Pastor about enrollment, staffing needs, and operational issues. The FBLC committee needs to be provided with the monthly financial statements (current compared to the previous year) to see where the budget stands. Report to personnel committee as requested.
3. **FBC Family Connection:** Work with Director of Childhood and Family Ministries to foster growth and promote family involvement with FBC.

## **Compliance & Safety**

1. **Licensing:** Ensure compliance with Alabama DHR regulations and maintain appropriate records. (Background checks on all staff, CPR, and First Aid training)
2. **Safe Serv:** The FBLC must have a Safe Serv-certified employee at all times. Renay Wright, the FBLC cook, is currently certified.
3. **Health & Safety:** Oversee that all safety, health, and cleanliness standards are upheld daily. Blue Line Cleaning Service will begin cleaning the FBLC in August. The contract is being signed on August 8, 2025. They will be cleaning the FBLC (3) nights a week.

## **Financial & Enrollment Oversight**

1. **Tuition & Payroll:** Oversee tuition collection, monitor payment status, and ensure accurate payroll processing through BrightWheel. If checks are provided to pay for tuition, those must be recorded in the deposit book and also logged in to the student's account.
2. **Create and manage budget.** Provide FBLC committee with monthly financial reports during committee meetings.
3. **Enrollment Management:** Work with the committee to maintain and grow enrollment, ensuring appropriate teacher-to-student ratios. Make sure to keep a current paper and electronic “waiting list” of students who are interested in a spot at FBLC.

## **Qualifications:**

- A committed Christian with a heart for children’s ministry and early education.
- Bachelor’s degree in Early Childhood Education, Child Development, Elementary Education, or a related field.
- Minimum of 3-5 years of leadership experience in a preschool, childcare center, or Christian education environment.
- Strong organizational, leadership, and interpersonal skills.
- Knowledge of child development principles and applicable state regulations.
- CPR/First Aid certification (or willingness to obtain upon hire)
- Ability to pass all required background checks.

## **Work Schedule and Compensation:**

- Full-time position, including occasional evening/weekend meetings or events.
- Salary based on experience and qualifications.
- Benefits may include paid time off, professional development, and tuition discounts (if applicable).