



Creative Learning Center (CLC) Director

Reports To: Associate Pastor of Family Ministry and Pastor

Direct Reports: CLC Teachers and Assistants

FLSA: exempt

DESCRIPTION SUMMARY

The CLC Director is responsible for implementing the vision and strategy of North Oxford Baptist Church. The director will foster a safe and nurturing learning environment as well as provide effective leadership through clear communication and thoughtful collaboration.

PRIMARY ROLES & RESPONSIBILITIES

- Must be a professing believer in Jesus Christ in word and deed.
- Oversee North Oxford Baptist Church facilities.
- Ensure compliance with all state regulations for child care facilities.
- Organize and facilitate Christ centered children's programming.
- Introduce children to the Bible, specifically Christ.

BEHAVIORS, COMPETENCIES, AND SKILLS

Personality and communication (soft skills):

The CLC Director should exemplify Godly character and leadership, is compassionate in recognizing and meeting the needs of others, fosters innovation, is action oriented, is called to work with children, and demonstrates managerial competency.

- Exhibit a personal and growing relationship with God, a teachable spirit, and a healthy family life.
- Provide a healthy and safe environment for all students, parents, and guests.
- Supervise, recruit, and provide professional development to grow CLC teachers.
- Must be an engaging teacher and self-motivating leader with a strong biblical background.
- Implement a long-term vision for the CLC based on the mission and the vision of North Oxford Baptist Church.
- Provide clear communication to parents and the church about operations, potential needs, and growth of the program.

Hard Skills:

- Organize, plan, and facilitate CLC programming.
- Assist in the development and adherence to the CLC budget.
- Exhibit excellent written, verbal, and interpersonal communication skills.
- Create and maintain a safe environment for all students, parents, and teachers
- Adhere to all applicable policies and procedures of North Oxford Baptist Church.
- Demonstrate outstanding organization skills, with the ability to prioritize and delegate as needed.



- Ensure compliance with all state regulations for child care facilities including but not limited to food and safety standards.
- Maintain a current handbook for staff and families.
- Maintain personnel records which includes individual records, hiring criteria, dismissal criteria, grievances, training, and evaluations.
- Maintain student records which includes enrollment records, disciplinary documentation, and emergency information.
- Manage and update the CLC student wait list, yearly student registration, and yearly enrollment data.
- Acquire 15 hours of professional development annually (expense covered).
- Other duties as assigned.

EDUCATION REQUIREMENTS – as required by Mississippi Law:

- *Bachelor's Degree in Early Childhood Education, Child Development, Elementary Education, Child Care, Special Education, Psychology (with emphasis on child psychology), Family and Consumer Sciences, or equivalent degree from another child-related field of course of study.*

OR

- *A two-year associate degree from an accredited community or junior college in child development technology or child care with either 480 hours of practical training, supervised by college instructors, in a college operated child care learning laboratory OR two years paid experience in a licensed child care facility.*

OR

- *Two years paid experience as a caregiver in a licensed child care facility, and a current Child Development Associate (CDA) credential from the Council for Early Childhood Professional Recognition (CECPR)*

COMPENSATION PLAN

- *Annual Salary (per contract)*
- *Annuity - Church matches up to 5% to a Guide Stone Annuity Account*
- *Cell Phone - Church paid service plan through NOBC Corporate account: staff member provides device.*
- *Health insurance for Staff Member*
 - *Church pays second half of deductible.*
 - *Dental, vision, and additional family insurance available for purchase.*
- *Reimbursement for business mileage (as defined by IRS).*
- *Paid Time Off*
 - *Vacation*
 - *Sick leave available*
 - *Paid holidays*
 - *Comp time for worked holidays*
- *Standard work hours are Monday thru Friday 7:00 am – 5:30 pm.*