

FUMC Job Description: Director of First Learning Tree

General Position Description: The Director of First Learning Tree manages all day to day operations of First Learning Tree (FLT), a preschool and early child development center of First United Methodist Church of Rockport, Texas.

To Whom Responsible: The Senior Pastor and First Learning Tree Advisory Committee

Working Conditions:

1. Scheduled office hours during the work week Monday through Friday;
2. Some evening and weekend activities required.

Objectives:

- Develop and implement an annual plan for First Learning Tree students at FUMC Rockport
- Maintain our reputation for excellence in early education and integrity within the Rockport community as a highly respected preschool and early childhood development center.
- Provide a safe Christian environment for social development, quality care, and education
- Serve as Staff Liaison for FLT Campus
- Help families nurture the whole child.
- Support the vision and mission of FUMC Rockport

Core Competencies: *Behaviors, attributes and skills that you are expected to demonstrate as you execute the essential functions and responsibilities of your role.*

- **Effective Leadership:** Encourages others to discover and engage their giftedness and skills in service to the larger community; calls out the best in others; supports others in the development of their skills abilities including current trends and research; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.
- **Supervisory Management:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors progress and results; builds feedback loops into the work; trust people to perform their work.
- **Interpersonal skills:** establishes good and positive working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Organizational Management:** punctual; able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; can appropriately balance priorities
- **Child Developer :** passion for the growth of children and ability to produce results; children will leave program prepared for primary school
- **Mission Ownership:** Demonstrates understanding and full support of vision, mission, values, and beliefs of FUMC Rockport. Must teach those values to others. Leads FLT team to understand their unique mission and vision for developing the whole child which is in line with UMC.

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Essential Functions and Responsibilities

- Insure compliance with all requirements and regulations relating to Texas Department of Family Protective and Regulatory Services Minimum Standards, Child Adult Care Food Program, Texas Workforce Commission, and other funding sources that may apply
- Prepare and administer annual budget according to fiscal policies of FUMC
- Recruit, hire, develop, train and terminate staff as needed for the operation of the school
- Develop and supervise the implementation of appropriate curriculum and safe healthy learning environment
- Create strategies for involving and resourcing parents in their children's care and learning
- Develop center policies, organize fundraisers and conduct PR events with support from FLT Advisory Committee
- Participate in professional development and provide such development opportunities for school staff.
- Maintain the highest standards in safety in regards to child protection as required by Texas Department of Family Protective and Regulatory Services and FUMC Safe Sanctuary Policy.
- Inform Senior Pastor of any necessary information, issues, or concerns.
- Coordinate FLT activities through the Church Council or the appropriate committee on progress and results
- Execute other duties as assigned by the FUMC Senior Pastor

Qualification and Education Requirements:

- Must meet Director qualifications according to the Texas Department of Family and Protective Services Minimum Standards. Must meet one of the combinations of education and experience as stated by Texas Department of Family and Protective Services §746.1001-1025
- Must have current Food Manager, Infant/CPR, and First Aid Certificates.
- Must current driver's license, and proof of insurance.
- Must satisfy all screening requirements including criminal history

Working Conditions and Schedule:

- Director of FLT holds regular office hours. Schedule is posted in office for accountability to other staff.
- Tobacco and perfume-free work place.
- Nine Standard Holidays

Position Type: Full-time; Salary Range \$39,000-\$50,000

Benefits: PTO

The UMC Vision Statement: Making Disciples of Jesus Christ for the transformation of the world

FUMC Rockport Vision Statement: A Beacon for Christ

FUMC Rockport Mission Statement: Growing Families in Christ through Nurture, Outreach, and Witness.

FUMC Staff Mission: Work on the ministry of FUMC so that the congregation is empowered and equipped to be in ministry.

First Learning Tree's Mission: To provide a Christian environment where experiences help children to develop spiritually, cognitively, socially, emotionally, physically, and to foster Christian growth of the entire family.

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Reviewed By:	Laura Becker	Date:	
Approved By:		Date:	
Last Updated By:	March 9, 2017	Date/Time:	