

SIOUX FALLS LUTHERAN SCHOOL (SFLS) EAGLE CARE Director Job Description

The ideal candidate for this position evidences personal faith in Christ Jesus and has a background that includes prior experience as a leader in a licensed daycare or educational setting, community building, and delivering programs that engage children in meaningful, innovative, whole-child learning experiences that align with SFLS's mission, vision, and core values.

Mission:

Sioux Falls Lutheran School is a family community committed to developing Capable Christian Servant-Leaders in a Complex World: *World Ready, Faith Secure*. To that end, it is our goal to provide enriching Christ-centered experiences before and after school, as well as during the summer months, that complement our educational programming and best serve the families who reside in Sioux Falls and the surrounding communities.

Primary Responsibilities:

Planning and Development

Research, recommend, plan, and implement an expanded vision for our before/after school and summer programs [Eagle Care].

- Design and implement developmentally appropriate activities, experiential learning, and programs based on current research and best practices
- Design and maintain policies, forms, parent and staff handbooks, and procedures
- Design and set up innovative classroom space
- Obtain and maintain appropriate licensing and accreditation
- Create and manage an annual budget that ensures profitability
- Market, promote, and advertise the Eagle Care programs to SFLS families and the surrounding school community

Creating a Christ-like Community

Create and assure a warm, welcoming, Christ-like community for all students, families, faculty, and staff.

- Develop a staff meeting schedule that ensures frequent communication and opportunities for staff input
- Using frequent and multiple methods of communication, ensure that families are well informed about all aspects of the program
- Create and maintain a safe and healthy environment that positively promotes the spiritual, physical, emotional, and social growth of each child

Leadership

Provide Christ-centered leadership and care for all Eagle Care staff.

- Effectively communicate the school's mission, vision, and core values to individual employees, and instill an understanding of how their roles align
- Recruit, interview, hire, onboard, and continually develop all staff as required by the state and city licensing agencies
- Routinely monitor staff—performing both informal and formal written employee evaluations to include appropriate time to discuss observations
- Work with staff to develop work schedules, daily activities, field trip, and snack schedules
- Work with staff to purchase needed supplies and snacks

- Arrange for substitute staff as needed
- Provide opportunities for and encouragement of professional and spiritual development that meets the individual and collective needs of all Eagle Care staff
- Provide a ministry of discipline for all students, which is in harmony with God's Word and in accord with insights and knowledge of child behavior, so that students may grow their understanding of and skills in Christian discipleship
- Provide assistance, support, and resources for behavioral concerns to families
- Participate in all SFLS activities, meetings, and special events, and attend other SFLS activities, meetings, and special events at the request of the administrator

Program Development and Evaluation

Inspire continuous improvement of all program elements and the professional development of staff.

- Communicate with the Department of Social Services for proper licensure procedures
- On an annual basis, meet with the Department of Social Services and State Inspector to ensure compliance with all state and city regulations
- On an ongoing and timely basis, ensure that all records needed for the annual State of SD inspection are well maintained and up-to-date
- Adapt, improve, and expand the selection of programs and experiences for children and families based on community needs, with consideration of current research and best practices
- On an annual basis, survey families as to their level of satisfaction with all aspects of Eagle Care programming and experiences, and then use the results to inform, develop, and implement future plans
- Develop, plan, and implement professional development opportunities that consider and respond to changing community needs, state and city licensing requirements, and the spiritual, social, emotional, and behavioral well-being of the children we serve
- Ensure compliance with all relevant government and accrediting bodies

Education/Experience/Skills

- A desire to work with children of all ages in a Christ-centered environment
- Exceptional verbal, written, and interpersonal skills
- Creative, resourceful, and flexible team member
- Enjoy working with and seeking input from a collegial team
- Excellent organizational skills
- Committed to lifelong learning for self and others
- To meet state licensure requirements, the individual must be at least 18 years of age, may not have on record a substantiated report of child abuse or neglect, and **must meet, or be willing to meet, one of the following requirements:**
 - 1) Have a bachelor's degree in the field of education or human development and at least two years of experience in a child care setting;
 - 2) Have a bachelor's degree in elementary education and at least two years of experience in a child care setting if the center cares for preschool-aged children;
 - 3) Have a bachelor's degree in the field of early childhood education;
 - 4) Have an associate of arts degree in the field of early childhood development;
 - 5) Be certified as a child development associate;
 - 6) Have a prekindergarten teacher endorsement;
 - 7) Hold certification in a Montessori teacher training program and have at least one year of experience in Montessori school or child care setting; or
 - 8) Have a child development technician diploma.

Schedule and Benefits

- Able and willing to work a flexible schedule (full-time for 12 weeks in the summer; 26 hours/week during the school year)
- A salary range will consider experience and education
- This position is eligible for full health and retirement benefits and commensurate paid time off (PTO)

Accountability

The Eagle Care Director is directly accountable to, with support from, but independent of the Early Childhood Principal to accomplish all of the above-stated responsibilities.