



Central Bible Church
8815 NE Glisan, Portland, OR 97220

POSITION DESCRIPTION

Job Title: Director

Reports to: Senior Pastor of Central Bible Church; hired by the Elder Board

FTE: 1.0, full time

Compensation: \$44,000 annual salary, DOE, plus personal medical and dental benefits

Date position begins: April 1, 2012

Job Summary: Specific qualification requirements are specified by OAR 414-300-080 (included on the last page). In brief, the child care center Director shall be responsible for the administrative functions of Joy Central, including, but not limited to: financial management and budgeting; maintaining records on children and staff; policy development; ensuring the appropriateness of program activities according to age and developmental levels of children; staff orientation; management and training; maintenance of buildings and grounds; meal planning and preparation; transportation; parent education; and will operate the center in compliance with certification requirements defined in OAR 414-300-000 through 414-300-0415.

Qualifications

Spiritual

1. Received Jesus Christ as his/her personal Savior
2. Believe that the Bible is God's Word and is the standard for faith and daily living
3. Christian role model in attitude, speech, and actions toward others. (Implicit in the term "Christian" are moral standards all staff are expected to meet in their personal and private lives.)
4. Regularly attend Central Bible Church
5. Wholehearted agreement with essential elements Central Bible Church's Doctrinal Statement and Joy Central's Purpose Statement, Vision Statement, and Philosophy, and be willing to sign a document attesting to that agreement.

Physical

1. Ability to sit at a desk for extended periods of the time and complete computer work.
2. Ability to observe, hear, and respond to the needs of children and to emergencies or conflicts that might arise in a classroom, on the playground, or in common areas.
3. Ability to lift children of up to fifty pounds from the floor to waist high ten to fifteen times a day; to crouch to a child's height and maintain eye contact at a child's level; to sit on the floor; to stand tall enough to reach children who are on play equipment
4. Ability to communicate orally and in writing in the English language.
5. Confidence to care for up to 15 children alone and to handle the stress, tension, and exasperation of daily contact with staff members, parents, and children.

Education & Experience

1. Bachelor's degree in a related field, Master's degree preferred
2. Proficiency with word processing, mail merge, Excel and email software
3. Strong interpersonal skills
4. Ability to make sound independent decisions and use initiative.
5. Ability to speak with others about faith, Christianity, and godly principles.

Description of Duties

1. Develop policy, publish and maintain an Operating Handbook that includes fire and disaster procedures, enforce policy that complies with certification requirements defined in OAR 414-300-000 through 414-300-0415.
2. Staff management: recruit, hire, orient, train, evaluate and terminate
3. Volunteer management
4. Manage the church's Children's Ministry
5. Oversee Friday evening operations of parent education (*Right Track*)
6. Develop a network of support
7. Oversee grant applications and management of grant funds
8. With the Office Manager, maintain records of parents, children and staff
9. With the Head Teacher, ensure the appropriateness of program activities according to age and developmental levels of children
10. With the Cook, plan meals and maintain preparation standards
11. With the Administrative Pastor, develop and manage the annual budget
12. With the Administrative Pastor, repair, maintain and improve the facility to meet required standards
13. Advise the Elder Board
14. Other duties as assigned

Oregon Administrative Rule / OAR 414-300-0080

Director -- Qualifications and Duties

(1) The director shall:

(a) Be at least 21 years of age; and

(b) Have:

(A) At least one year of training and/or experience in management and supervision of adults; and

(B) Have knowledge of child development for the primary ages served in the center, as evidenced by a combination of professional references, education, experience or training; or

(C) Documentation of attaining at least step nine in the Oregon Registry, or

(c) Have:

(A) One year of training and/or experience in management and supervision of adults OR have knowledge of child development for the primary ages served by the center as evidenced by a combination of professional references, education, experience or training; and

(B) A plan, approved by CCD, that shows how the missing component in (A) above will be addressed and how the program will be operated until the director has obtained the training, experience or knowledge.

(2) The director of the center shall be accountable for:

(a) Administrative functions, including, but not limited to: financial management; maintaining records; budgeting; policy development; ensuring the appropriateness of program activities according to age and developmental levels of children; staff orientation; management and training; maintenance of buildings and grounds; meal planning and preparation; and transportation, if provided; and

(b) Operating the center in compliance with certification requirements (OAR 414-300-0000 through 414-300-0415).

(continued on next page)

(3) If head teacher qualifications (OAR 414-300-0090) are met by the director, that person may serve as head teacher for the age range of children for which she/he is qualified if she/he works full-time in the center:

(a) If the center is certified for less than 40 children, the director may serve as head teacher and have regular teaching duties, if qualified;

(b) If the center is certified for 40 or more children, the director may serve as head teacher, but shall have no regular teaching duties.

(4) A director responsible for a center certified for fewer than 100 children shall be in the center at least one-third of the hours that the center is in operation. The hours shall be calculated on a weekly basis, except for planned vacations and emergency absences. The time on-site must include time spent directly observing staff and children.

(5) A director responsible for a center certified for more than 100 children can be responsible for only one site. The director shall be in the center at least half of the hours that the center is in operation. The hours shall be calculated on a weekly basis, except for planned vacations and emergency absences. The time on-site must include time spent directly observing staff and children.

(6) The director, or a substitute director, shall be on the premises during all hours of operation.

(7) The substitute director shall:

(a) Meet at least the qualifications of a teacher;

(b) Be familiar with the certification requirements;

(c) Be authorized, able, and available to correct a deficiency that might be an immediate threat to children's health or safety; and

(d) Have on file documentation of an orientation and training in these administrative rules and the functions and duties of a director.

(8) Whenever a director is absent from the center, the name of the substitute director shall be posted in the center, as required in OAR 414-300-0030(1).

Stat. Auth.: ORS 657A.260

Stats. Implemented: ORS 657A.260

Hist.: CSD 21-1988, f. & cert. ef. 9-29-88; CCD 1-1994, f. & cert. ef. 1-12-94; Renumbered from 412-010-0632; CCD 1-1995, f. 10-30-95, cert. ef. 11-1-1995; CCD 4-2001, f. 7-13-01, cert. ef. 7-15-01; CCD 1-2007(Temp), f. & cert. ef. 3-20-07 thru 9-16-07; CCD 2-2007, f. & cert. ef. 7-13-07; CCD 3-2009(Temp), f. 12-30-09, cert. ef. 1-1-10 thru 6-30-10; CCD 3-2010, f. 6-29-10, cert. ef. 7-1-10