

## Early Learning Center Director

Valley Christian School, a licensed, Christ-centered Early Learning Center is accepting applications for our full time Early Learning Center Director in Auburn, Washington.

Valley Christian School Early Learning Center (ELC) was established in the 1960's to provide high quality childcare to our community with a Christ-centered focus. We offer childcare starting at age 2. We are part of Valley Christian School and New Day Church. Valley Christian school currently offers preschool- 8th grade. Valley Christian School and our ELC is dedicated to developing leadership, spiritual, and academic skills.

### **Requirements:**

- o Bachelor of Arts degree in Early Learning or related field, preferred
- o Associate of Arts/ Associates of Science degree required
- o A minimum of three years of successful experience in Early Learning directorship
- o ELC Director needs to have an early childhood education certificate or equivalent upon hire or willing to obtain within six months
- o Two years of experience as a teacher of children of any age group enrolled in the early learning program, as well as, experience in program/staff administration or management
- o Director must be a member in good standing of a local Christian church, membership with New Day Church is preferred
- o First Aid and CPR certified, Negative TB test, Blood Borne Pathogens, food handlers permit, submit fingerprinting and background check /criminal history clearance
- o Keep all staff records current including online in MERIT, also ensuring that all staff meet the STARS requirements
- o Possess excellent written and verbal communication skills
- o Ability to manage a variety of programs at once
- o Able to maintain confidentiality and have flexibility
- o Christian role model in speech, attitude, and demeanor
- o Director must facilitate spiritual growth and serve as a spiritual leader among staff, parents, and students
- o Director must demonstrate wisdom, great faith, and the evidence of a Spirit-filled, Spirit-controlled life
- o Coordinate with school and New Day Church Children's Director(s) regarding shared facility use

### **Position Responsibilities:**

- o Be a Christian, professional advocate for the ELC
- o Monitor ELC monthly budget and work in collaboration with the school board finance team
- o Prepare invoices in QuickBooks the first of each month
- o Oversee yearly early learning center re-licensing process
- o Knowledge and application of current state and federal regulations for early learning centers
- o Monitor and facilitate trainings for self and ELC staff
- o Interview and hire ELC staff- keep administration aware and updated with changes
- o Attend monthly VCS staff meetings
- o Keeping updated records of children including: pickup/drop-off of approved people, allergies/medications, and individual health plans
- o Responsibilities as assigned by employer

o All employees are expected to live in conformity with Chapter Three of the Book of Discipline of the FMC-USA

We would like applicants to respond with providing their resumes, as well as any other information they would like to share with us.

The primary contact email is [office@newdaycf.org](mailto:office@newdaycf.org)

The primary contact address is: 1312 2nd Street SE  
Auburn , WA 98002  
United States