



SCHOOL AGE CARE DIRECTOR / LEAD TEACHER MINISTRY / POSITION DESCRIPTION

FUNCTION

The Director/Lead Teacher has special responsibility for administering and supervising all aspects of Trinity's School Age Care program and Kingdom Quest Summer Adventures, Trinity's before and after-school and summer care programs. The Director/Lead Teacher is responsible for helping design, organize, and implement a stimulating, safe, caring, and developmentally appropriate educational environment where children have the opportunity to receive support and encouragement in the development of educational, spiritual, and social skills.

AUTHORITY

The Director/Lead Teacher is responsible for the daily administration and operation of Trinity's School Age Care program and Kingdom Quest Summer Adventures. He/she administers and supervises the programs in accordance with administrative procedures established and policies adopted by the Board of Education. Where no procedures or policies exist, the Director/Lead Teacher uses sound administrative and supervisory judgment.

ACCOUNTABILITY

The Director/Lead Teacher is directly accountable to the Senior Pastor. He/she is to keep the Senior Pastor informed regarding decisions, actions, and activities in the areas of programming, communication, management, and any/all other areas of responsibility.

RELATIONSHIPS

As a colleague and representative of Trinity Lutheran School, the Director/Lead Teacher maintains relationships with the following:

- Students/parents of students within the program
- School Age Care and Kingdom Quest staff
- Senior Pastor and Operations Director
- School Principal
- Co-workers/support staff
- Classroom teachers/school staff/child care staff
- Finance & HR Administrators



DUTIES AND RESPONSIBILITIES

- Establish a positive Christian learning environment, first and foremost, by modeling Christian attitude and behavior
- In collaboration with the staff, design, plan, organize, and implement a program that includes relevant and age-appropriate activities which support and encourage educational, spiritual, and social skills
- Act as Lead Teacher, participating in the program with students and staff, on average, between 5-10 hours/week.
- Create an atmosphere of respect, acceptance, and empathy that nurtures self-esteem and Christian discipleship
- Provide activities that have purpose and promote creativity, exploration, collaboration, and interest
- Provide leadership in organizing and sustaining the positive functions of co-workers and staff
- Establish and maintain good relationships with parents through daily contacts; be open and transparent in answering any questions they may have about their child's day at School Age Care or Kingdom Quest.
- Create a positive learning environment through the ordered arrangement, appearance, and maintenance of the room; cooperate with the custodial staff to keep the space safe, healthy, and clean
- Maintain an inventory of classroom furniture, materials, and equipment
- Supervise the opening and closing of the program by making sure all children have left and are signed in/out, the room is ready for the next day, and appropriate doors are locked for the night
- Work with the Operations Director to promote School Age Care and Kingdom Quest within the school and community
- Work with HR Coordinator to secure and retain qualified personnel for the School Age Care and Kingdom Quest programs
- Work with the Finance/HR Administrator to coordinate appropriate billings and credits as needed to the families for provided care, registration fees, etc.
- Approve and forward to the Finance/HR Administrator all timesheets for staff under your supervision on a timely basis each month at the end of the pay cycle

EVALUATION

The Senior Pastor and Operations Director will conduct an evaluation of performance no less than once per year and shall provide the Director/Lead Teacher with a written copy of the evaluation.

REVISIONS

This position description may be revised from time to time by the Senior Pastor and upon approval of the Board of Education.



POSITION QUALIFICATIONS

- A person who has a deep and personal love for Jesus Christ, which is reflected in the director/teacher's personal life and professional ministry
- Attained a minimum Associate Arts level of education with an emphasis in education and/or has had considerable experience in the child care profession
- Demonstrates strong interpersonal and communication skills and has the ability to work effectively with a wide range of people, including parents, administration, teachers, aides, and support staff
- Demonstrates knowledge and ability to evaluate, design, and implement age appropriate activities
- Demonstrates knowledge of emergency and safety standards and holds certification in first aid/CPR/AED
- Demonstrates the ability to function in crisis situations
- Demonstrates the ability to exercise control and maintain classroom discipline
- Is a nurturing and caring person who strives to provide a supportive and caring environment for children
- Understands the need for and desire to grow professionally through attending classes, workshops, conferences, and/or other professional venues as appropriate
- Possesses the following characteristics:
 - Ability to assess a situation, discern using responsible judgment, and provide an effective solution
 - Effective management skills reflected in planning, organizing, and implementing
 - Self-starter, self-directed, highly motivated
 - Relational, with good communication and people skills

POSITION DETAILS

This position combines a salaried Director role (approx. 10 hrs/week at \$10,000–\$12,000/year) with an hourly Lead Teacher role in the Zone (approx. 5–10 hrs/week at \$17–\$19/hour).