

## **Job Description – Director of Brookwood Baptist Church Early Childhood Center**

**Qualifications:** A Bachelor’s Degree in Early Childhood Education or Child Development. A Childhood Development Associates certification is acceptable. Extensive experience in a child development center or similar setting. Training and experience in program administration, personnel management, and business strategies. Demonstrates ability to work with children, parents, and childcare professionals.

### **Essential Functions:**

1. Operate a computer to complete computer-oriented tasks; experience with Excel, Word and Publisher preferred
2. Knowledge of operating additional office equipment, such as calculator, copy machine, and computer printer
3. Traverses hallways and stairs to conduct school tours, monitor classrooms, and assist students and teachers
4. Able to move equipment for various classrooms and events
5. Able to transport children safely around the facility in situations, such as drills, emergencies, going to playground, etc.

**Hours:** Flexible scheduling based on the needs of the program with a minimum of 40 hours per week.

**Reports to:** BBC Church Administrator

**Supervise:** Assistant Director, Administrative Assistants, teachers, and staff

**Primary Role:** To serve as administrator and program director of the Early Childhood Center and to supervise the planning, implementation and updating of the program

### **Performance Responsibilities:**

#### **A. Employment and Personnel Relations**

1. Read, understand, implement, and enforce all policies established by Brookwood Baptist Church and the Early Childhood Center.

2. Maintain strict confidentiality regarding personal information of children and their families.
3. Take applications and interview applicant for positions in the program.
4. Keep current records on file for all employees as defined by policies(job descriptions, health records, certifications, benefits, and attendance).
5. Supervise and coordinate the work schedules of staff, approve staff vacation requests, provide for the arrangements of substitutes during sick leaves and vacations.
6. Notify Assistant Director in the event of an absence and communicate with the Assistant Director regarding any necessary information as to daily responsibilities.
7. Provide for staff orientation, in-service training and professional development.
8. Ensure regular safety checks are conducted on equipment and in classrooms.
9. Evaluate the program on an annual basis for improvements and changes in goals and objectives.
10. Cooperate with the BBC ministers and staff in promoting the ministry opportunities of Brookwood Baptist Church.
11. Perform periodic observations in the classrooms.

## **B. Management**

1. Establish equitable procedures for registration and placement of children in the program. Provide necessary information to all applicants.
2. Develop and maintain a waiting list of families interested in enrolling their child in the ECC.
3. Keep proper records and update files for each child in reference to:
  - Registration and personal information
  - Health/medical forms
  - Emergency/release information, permission for emergency medical treatment
  - Field trip participation and permission
  - Assessments and evaluations
  - Tuition and fee payments
4. Reapply for church exemption status by providing required reports to licensing agency (DHR).

5. Update files to ensure the facility meets Health Department requirements.
6. Approve monthly snack and lunch menus considering the nutritional needs of young children in accordance with USDA guidelines.
7. Organize and implement special events for the Center and staff.
8. Monitor and schedule CPR training for teachers and staff.
9. Annually review all policies, manuals, job descriptions and ECC website with the ECC Committee Chair.
10. In the event of an emergency, call 911 and notify the BBC administrator.
11. Serve as Chair of the ECC Crisis Management Team.
12. Attend weekly staff meetings with BBC ministers and staff.

### **C. Budget**

1. Develop a yearly budget for the program for approval by the ECC Committee and the Finance Committee of Brookwood Baptist Church. Operate the ECC within the approved budget.
2. Purchase necessary supplies, equipment, and program materials as provided in the budget and keep accurate records of all transactions.
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4. Oversee payment of tuition and fees, arrange for deposits of monies, and keep accurate records of all transactions.
5. Oversee payment of bills incurred by the program and keep accurate records of all transactions.

### **D. Spiritual Leadership and Ministry Responsibilities**

1. Demonstrate a personal and growing relationship with Jesus Christ.
2. Affirm and support the church's statement of faith and mission.
3. Lead/share staff devotions.
4. Ensure biblical/faith-based values are integrated into curriculum and classroom practices.
5. Partner with church leadership in ministry alignment and outreach.
6. Serve as a spiritual role model to children, families, and staff.

**To apply, please email resume to: Philip Holley, BBC Church Administrator, by March 31, 2026. Email: [philiph@brookwood.org](mailto:philiph@brookwood.org)**