

Happy Harbour E.C.P. Director Job Description

Title: Director of Happy Harbour Early Childhood Program

Purpose: To provide leadership and vision for the preschool program at Bay Harbour United Methodist Church that teaches children in their early educational years and nurtures their spiritual development so that they might come to know, love, and follow Jesus Christ.

Qualifications:

- Past leadership and management experience
- Deeply committed Christ-follower
- Deep commitment to spiritual and mental development of children
- Excellent organizational and goal-oriented skills
- Proven ability to motivate, encourage and mentor staff
- Ability to manage and coordinate several projects at one time
- Able to cast a vision for the future of Happy Harbour ECP
- Experience in education, child development and/or curriculum development strongly preferred
- Ability to positively collaborate with other staff members and ministry areas of the church
- Proficiency in Microsoft Office and social media as a way to manage, communicate, and lead the school

Reports to: Happy Harbour Executive Board of Directors

Major Tasks and Responsibilities:

The responsibilities of the Director of Happy Harbour Early Childhood Program include, but are not limited to, the following duties:

- 1. Responsible for the planning and directing of the Happy Harbour E.C.P. curriculum for all preschool children, including but not limited to:**
 - Ensuring that the children of Happy Harbour are learning about Jesus Christ and the Bible
 - Annually reviewing the effectiveness of the program and how it relates to the mission of Bay Harbour UMC
 - Approving and selecting curriculum and setting learning objectives for each age level per year.
 - Analyzing curriculum each year to determine its effectiveness and if changes in curriculum are needed
 - Staying current on all available curriculum in the early childhood education field, through research, workshops, and field-related literature
 - Support Curriculum Specialist in preparation for monthly planning meetings, attending periodically to support teaching staff
- 2. Responsible for maintaining the school facility and coordinating with the church facilities manager in the following ways, including but not limited to:**
 - Ensuring HHECP remains current and complies with Minimum Standards guidelines required by the Texas Department of Family and Protective Services
 - Coordinating required fire and health inspections, directing repairs, and coordinating overall facility improvements
 - Fostering a continued cooperative relationship with Bay Harbour UMC and other individuals/groups that share the facility

- 3. Responsible for overall administrative tasks for daily operation and future planning, including but not limited to:**
 - All hiring, training, performance reviews, and contracts of the office staff and teacher positions
 - Orientation, curriculum training, and mentoring for new staff members
 - Conducting monthly staff meetings
 - Operating the school within the allotted budget for the year, and producing the new budget for the following school year and submitting it to the Happy Harbour Board for approval
 - Reviewing and updating as needed all procedural paperwork, including but not limited to: Personnel and Parent handbooks, job descriptions, and personnel folders
 - Overseeing supply and equipment management, ensuring that adequate inventories are kept, ordering and/or shopping for items as needed using the most cost-effective sources available

- 4. Responsible for all communications of children's programs and events to parents, children, and staff, including but not limited to:**
 - Coordinating Meet the Teacher, Parent Orientation, and other special programs
 - Coordinating with the Children's Director and Senior Pastor to create effective avenues that introduce Happy Harbour families to Bay Harbour UMC
 - Being present at weekly chapel services and all major school events
 - Communicating highlights of school activities and curriculum by contributing to the monthly newsletter
 - Addressing parent concerns in a timely manner, using all means available to come to an acceptable resolution to all parties involved

- 5. Responsible for all communications and marketing within the community, including but not limited to:**
 - Implementing public relations and/or recruiting initiatives for program as needed for full enrollment
 - Arranging for tours of the facility, classroom visits, and program information for prospective parents as needed
 - Coordinating annual registration of children
 - Conducting marketing activities for the program, updating and maintaining the school website as necessary

- 6. Responsible for working effectively with the Happy Harbour Executive Board and the Parent/Teacher Advisory Council to support, recommend, and adopt goals and activities set by these organizations, including but not limited to:**
 - Coordinating fundraising activities
 - Helping plan annual and special events for children
 - Proposing new facility and school improvements
 - Reporting financial, enrollment, and metrics to the Executive Board

Happy Harbour Early Childhood Program

Employment Application

3459 Deke Slayton Highway

League City, Texas 77573

(281) 538-1515

www.happyharbourecp.org

Position applying for _____ Days Available _____

Name _____
Last First Middle Maiden

Address _____

Phone # _____ Cell # _____ E-mail _____

Social Security# _____ TX DL# _____

Emergency contact _____ Relation _____

Address _____ Phone# _____

DOB: _____ Cell# _____

Have you lived outside of the state of Texas in the past 5 years? { } yes { } no If yes, please list your prior address(s):

EDUCATION

I have obtained a: High School Diploma { } GED { } College Degree { }

Name of High School _____ City, State _____

Name of College _____ Years completed _____

Major _____ Minor _____

Year graduated _____ Degree _____

Additional training (music, art, etc.) _____

Are you CPR certified? Yes No If yes, when does your certificate expire? _____

First Aid/Emergency training _____

EXPERIENCE WITH CHILDREN

(Please check all that apply)

_____ Teaching Ages _____ Grades _____

_____ Working in a day care center, kindergarten, Head Start, etc. (Please explain) _____

_____ Caring for children in your home or church # of children _____ Ages _____

_____ Other experience working with children (Please explain) _____

Please list any additional qualifications, honors, or skills that you would like to be taken into consideration. You may list High School or College honors, internships, volunteer work, or other experiences _____

For classroom TEACHER applicants only:

Please answer the following questions:

1. We have a curriculum that emphasizes learning through play and hands-on activities. Do you agree with this philosophy? Why or why not? _____

2. Would you be flexible about teaching assignments should the director need to move you into a different position?
Yes { } No { }

3. Would you be willing to attend a minimum of 24 hours of in-service workshop meetings to further your professional growth each year?
Yes { } No { }

For ALL applicants:

1. Have you ever been convicted of abuse of a child, any crime involving a child, or any other criminal offense?
Yes { } No { } If yes, please explain _____

2. We are looking for employees who will encourage and share our Christian beliefs. Would you be willing to implement this in your position?
Yes { } No { }

3. To the best of your knowledge, is there anything in your history that would disqualify you from working with or around children?
Yes { } No { } If yes, please explain _____

4. (If you are currently employed) Is your employer aware that you are applying for this position? Yes { } No { }

5. May we contact your present employer for a reference? Yes { } No { } If no, please explain _____

I, _____ state that the information provided on this application is correct and complete to the best of my knowledge. I am aware and accept that false information or significant omissions may disqualify me from further consideration for employment/service and may be considered justification for immediate dismissal if discovered at a later date. Furthermore, I authorize Happy Harbour Early Childhood Program to contact the provided references and to conduct a background check that could include review of personal records such as driving, police, etc.

Upon employment, I can provide proof that I am a U.S. citizen or an alien who has the legal right to work in the job for which I am applying. Should my application be accepted, and employment/service be installed, I agree to be bound by the discipline and policies of Happy Harbour Early Childhood Program and Bay Harbour United Methodist Church.

Signature

Print Name