



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Skyline Child Development Center Director

Location: La Mesa, CA

Attendance: 4,000

THE ROLE

The Skyline Child Development Center (SCDC) Director is directly responsible for the day-to-day operation of the SCDC and its policies.

POSITION QUALIFICATIONS

- Meet all minimum requirements as stated in Title 22, Section 101215.1 - 101216.
- Positive, professional attitude, committed to excellence in all areas of responsibility.
- Strong presentation skills, both written and oral, including small group and large group formats.
- Skilled in accurately assessing the needs of SCDC.
- Effective troubleshooter with staff, parents, and children; can be counted on to get the task accomplished and take responsibility for actions.
- Able to assess the needs of staff, parents, and children and respond in a timely and professional manner
- Is a Christ-like example during interactions with children, parents and staff including but not limited to, being able to pray and to offer Biblically-based support as needed.
- Skilled at analyzing workflow and communication patterns to maximize effectiveness of staff in order to create and maintain a teamwork atmosphere.
- Successful in establishing productive work relationships with SCDC staff and fellow Skyline Church staff.
- Committed to supporting staff in reaching their professional, spiritual, and individual goals.
- Able to delegate and model skills in support of Teachers.
- Is currently attending Skyline Church.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of Skyline Church. The DOS should represent a growing personal relationship with Christ. The DOS models a strong relationship with his or her spouse (if married) and children (if applicable). The DOS strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book



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2. The Nuts and Bolts of the Job

- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4).
- Help Skyline achieve its mission to prepare every generation to change their world for Christ, through the people, work product, and results of Skyline Child Development Center.
- Participate in prayer and meetings as required.

3. Program

- Assume responsibility of the teaching programs for all ages as needed.
- Assist in admission and release of children enrolled in the SCDC.
- Schedule and conduct tours of SCDC as requested as well as manage the waitlist and enrollment process.
- Visit all classrooms on a daily basis to create and maintain relationships with staff, children, and parents.
- Provide adequate supervision for any child who is ill or must be removed from a group for any reason. Substitute in a classroom for breaks, lunches or teachers out ill or on vacation if and as needed.
- Arrange and maintain the daily health check and recording of children's attendance.
- Responsible for the complete safety and welfare of each child from the time the child is checked – in until he/she is checked – out of the program.
- Maintain compliance with Title 22 regulations and acknowledge receipt of deficiency notices and correct deficiencies in a timely manner. Remain current with Licensing by reviewing PINS and all Licensing Correspondence.
- Arrange and conduct fire and earthquake drills on a regular basis as required by Title 22 regulations.
- Maintain the daily staff schedule and break list. Maintain the daily parent sign in / out log.
- Responsible for Departmental Payroll using Paylocity Payroll System.
- Responsible for all Tuition A/P & A/R, using Procure online software system.
- Responsible to create and manage the SCDC Annual Budget.
- Responsible for set up and management of outside agency accounts: YMCA, CDA, CCA, CYP, Social Services, Billing, A/P and A/R.
- Able to remain On Call, as necessary for staff /parent needs as well as any after hour emergencies.

4. Staff

- Arrange, plan, and preside at regularly scheduled staff meetings.
- Coordinate curriculum planning with all Teachers in keeping with the objectives of the SCDC scope and sequence. Responsible for creating and writing Policies and Best Practices according to SCDC changing needs.
- Orient new staff and plan regular in-service training for the entire staff.
- Endeavor to become a resource person for the staff in planning, teaching, and parent-child relationships.
- Maintain and store required state records and all pertinent documents concerning staff in good order and in a secure location as required by Title 22 and/or Skyline Church.
- Be a resource for prayer and as a liaison to connect staff with all other ministry programming provided and/or supported by Skyline Church. Arrange, plan, and preside at regularly scheduled staff meetings.

5. Administrative

- Maintain attendance and case history records on each child. These records will include health



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records and other items required by Title 22. All files will be maintained in a secure and confidential manner as prescribed by law and/or Skyline Church.

- Report as requested to Chad Bickley, to include but not be limited to, staffing, licensing, and ministry issues.
- Maintain a record of injuries which occur to individuals during SCDC hours and on SCDC premises to include the nature of the injury and its disposition.
- Ensure that all equipment is properly and safely maintained.

6. Professional

- As able, maintain professional growth through college courses, workshops, and/or private study. Include documentation for the Director personnel file.

7. Child Development Center - Parent Relationships

- Create and nurture relationships with each family enrolled in the SCDC.
- Serve as a liaison to connect parents and families with all other ministry programming provided and supported by Skyline Church.
- Plan Parent/Teacher conferences as needed/requested.

8. Child Development Center - Church Relationships

- Keep Chad Bickley advised of SCDC major issues, main goals achieved, and other conditions that reflect the status of the Center.

9. Child Development Center - Community Care Licensing Division relationships

- Present copies of all correspondence with the California State Department of Social Welfare to Chad Bickley.

WORK ENVIRONMENT

- Must be able to spend several hours standing, walking, reaching, and bending over.
- Must be able to lift up to 30 pounds.
- Must be available to work Sundays and willing to work on call weekends, evenings, holidays and as needed for events or emergencies.

TO APPLY

Please submit resumes to Janet Stucke via email: jstucke@skylinechurch.org

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