

# King of Kings Lutheran Church

## Cedar Rapids, IA

Job description: Childhood Education Center Assistant to the Director

### I. PURPOSE

To assist in the operations of the Childhood Education Center. This includes building positive relationships with parents, families, and the King of Kings community; providing support to the teaching staff; maintaining the front office environment; and the updating and organization of records under the direction of the CEC director.

### II. BIBLICAL PRINCIPLES

*"Train up a child in the way he should go and when he is old, he will not depart from it." Prov 22:6*

*"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" Matt 19:14*

### III. GENERAL RESPONSIBILITIES

1. Model and practice the Christian faith, as defined by LCMS Lutheran beliefs.
2. Understand, support, and apply the Mission, Vision and Core Values of King of Kings Childhood Education Center.
3. Follow policies and protocols as outlined in the CEC Staff Handbook.
4. Arrive promptly and regularly, with limited absenteeism.
5. Develop and maintain a cooperative and harmonious relationship with the CEC Director and other staff members supporting each other in performing care for children.
6. Communicate concerns to the CEC Director in a timely manner.
7. Remain flexible in adjusting work tasks and schedule when necessary based on enrollment.
8. Assumes applicable responsibilities of the CEC director in the case of their absence.
9. Love God, and love children.

### IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Greets families and maintains a welcoming and organized front desk environment.
- B. Assists in classrooms of all age groups to meet the needs of the center.
- C. Manages appropriate child enrollment, health, and finance records under the direction of the CEC director.
- D. Provides up to date policy and procedural information to parents under the direction of the CEC director.
- E. Assists in development of the school year and summer CEC calendars.
- F. Implements organizational strategies to maintain or improve day-to-day operations.
- G. Communications essential information to staff and community partners.
- H. Attend all faculty meetings and required professional training courses.
- I. Other duties as assigned by the CEC Director.

### V. Reporting Structure

- A. The Assistant to the Director reports to the CEC Director.

VI. Required Skills, Knowledge and Abilities

- A. Be an active member of an LCMS congregation or be a committed Christian willing to be trained in LCMS doctrine by actively participating in the Pastors' New Member class as soon as it is offered.
- B. Demonstrate strong organizational and multi-tasking skills and the ability to delegate.
- C. Able to maintain confidentiality.
- D. Minimum Associate's degree or a high school graduate with at least 3 years of administrative or early childhood experience; a Bachelor's degree is preferred.
- E. Pass initial and periodic state and Federal criminal background checks.
- F. Physical Abilities
  - 1. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and reach.
  - 2. Must be able to lift to 40 pounds and move/react quickly to ensure the safety of children.
  - 3. Must be able to get down to the child's level and be on the floor.
- G. Mental Abilities
  - 1. This role requires the ability to manage several requests and situations at one time.
  - 2. The work environment is active and noise levels vary from quiet to loud, indoor and outdoor activities.

VII. Mission, Vision and Core Values for the Childhood Education Center are adopted from King of Kings Lutheran Church. Only the Vision statement is slightly altered to reflect the specific focus of the Childhood Education Center.

CEC Vision statement: **A caring community bringing Christ to children and families.**

VIII. Work Hours and Benefits

- A. The position of the Assistant to the Director is a full time position working a minimum of 40 hours per week.
- B. The position is salaried with compensation determined by the Governing Board based on the educational background and experience of the person.
- C. Benefits are as explained in the Employee Handbook for full time, non-called employees.