



Cottonwood Creek Church Job Description

Job Title:	Kid Care Preschool Director
Division/Department:	Cottonwood Creek Kid Care Preschool/Full Time Position
Reports To:	Children's Pastor

Job Summary: The Director must have a vibrant relationship with Jesus Christ with a passion and vision for **growing** His church by **reaching** preschool families and **connecting** them to the church. The Director serves as the lead administrator of the Kid Care ministry, manages staff and budget, curriculum and activities; oversees daily operations and creates policy consistent with both the church's mission and the Texas Department of Family and Protective Services (DFPS) standards and licensing laws. The Director ensures that all employment, operational and financial decisions align with the vision of:

- **Growing:** Helping kids grow mentally, physically, socially and spiritually.
 - *"And Jesus increased in wisdom and stature, and in favor with God and with people."* – Luke 2:52
- **Reaching:** Kid Care provides a top tier Christ-centered preschool experience with the goal of reaching the community for Christ. Thus, we are always looking for opportunities to reach more people.
 - *"For the Son of Man came to seek and to save the lost."* - Luke 19:10
- **Connecting:** As the leader of Kid Care, a significant emphasis is placed on helping connect our preschool families to our Cottonwood Creek church and ministries.
 - *"So we, though many, are one body in Christ, and individually members one of another."* – Romans 12:5

The Director will be an active member of Cottonwood Creek Church and serve as a visible presence and connection point between Kid Care and church ministries. The Director leads Kid Care as an enthusiastic part of the Children's Ministry team, handles all Kid Care staff and student issues and guides the spiritual development of children.

Essential Functions:

- Cast vision and lead team to grow God's church and reach and connect families
- Build relationships with children and their families to reach them for Christ
- Recruit, hire and manage staff
- Provide spiritual leadership and growth opportunities for staff
- Ensure proper supervision of children
- Oversee curriculum and ensure that it meets state requirements and children's spiritual, physical, and academic needs
- Manage the budget and make sound financial decisions
- Plan a daily chapel experience for the children
- Maintain student and personnel records
- Plan and implement a staff incentive program
- Provide state-required training for staff
- Handle staff discipline and conflict resolution (Staff and Parents)



- Conduct employee evaluations
- Plan and assist with all special events
- Observe in classroom settings: for teacher evaluation and /or assist teachers in difficult situations
- Develop fundraising efforts to support the ministry
- Support the church and church leaders
- Other duties as assigned

Job Requirements and Qualifications:

Education: Bachelor's Degree in Early Childhood Education preferred. At a minimum, must have a combination of **Education and Experience** as defined for Directors in §746.1015 (and following) of Texas DFPS *Minimum Standards for Child-Care Centers*.

Experience: Prefer at least 3 years of experience leading in a licensed child-care center

Certification: Texas DFPS *Licensing Child-Care Center Director's Certificate* (or able to secure within first 6 months of employment)

Job Skills:

- Behavioral management, excellent communication and interpersonal skills, Superb interpersonal skills. Excellent writing, communication, administrative and computer (Word, Excel, Publisher, PowerPoint, email) skills. Good organizational and budget planning skills.
- Age-appropriate educational development knowledge, teaching TEKS as outlined by State of Texas (for pre-k), and knowledge of Minimum Standards as required by the State of Texas.
- Experience leading people and managing resources in licensed preschool programs.

Personal Qualifications:

- Personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve Christ and others in a ministry.
- Demonstrate personal integrity and use good judgment in all situations.
- Committed to personal growth and servant leadership.
- Strong work ethic and desire to lead others in spiritual growth.
- Flexible and able to adapt to changing circumstances and environments as the needs of the ministry change and expand.
- Be or become an active member of Cottonwood Creek Church

Other Information:

- Salaried, year-round position
- Vacation and Other Leave Accrual plus Holiday Pay
- Medical Benefits Available
- The Kid Care Director reports to the Children's Pastor and supervises all paid Kid Care Staff.