

## **Zion Lutheran Children Center**

**Purpose:** Zion Lutheran Children Center has adopted as its purpose to provide quality Christian and nurturing, mission outreach and community service. The Center is designed, equipped, programmed and staffed to promote the interest, imagination and enthusiasm of the child. Christian perspectives are taught not only through Bible stories and chapel, but also through personal conduct and daily routines. Each child is an individual, with special needs and desires. ZLCC cares about the total child in their spiritual, educational and physical needs.

### **Position Description**

**Title:** Executive Director

**Classification:** Exempt

**Description:** The Director is responsible for the day-to-day operations of ZLCC activities and relationships including but not limited to those of the staff, the children, the parents of the children, the ZLCC board, professional services, regulating government agencies, the general public, the community and the media.

**Supervision Received and Reporting Relationship:** Zion Lutheran Children Center is a ministry of Zion Lutheran Church. Therefore, the Director is accountable to the Children's Center Board of Directors when in session and the President of the Board or their designate when the Board is not in session. The Director is expected to function with limited general supervision with broad latitude to conduct his/her duties and responsibilities.

### **Responsibilities:**

- Enforce Minimum Standards to maintain compliance with the Texas Department of Protective and Regulatory Services
- Foster a Christian environment for students, parents and staff
- Oversee the operation of Zion Lutheran Children Center and maintain it in a fiscally sound manner

### **Essential Duties:**

#### **Operational Management**

- Within approved budgets has profit and loss management responsibility for ZLCC's operations
- Develop, implement and maintain operational procedures and policies that enhance and support all policies established by the Board, including all required Texas Department of Family and Protective Services minimum standards
- Work closely with the treasurer to prepare an annual budget proposal for presentation to the Board
- Develop an annual plan to execute the Board approved annual budget
- Has authority to collect and expend monies within approved budget
- Establish, maintain and monitor documented processes for deploying the operational tasks throughout ZLCC that collectively support and execute the annual plan, including staff, children and enrollment record keeping
- In coordination with the Zion financial secretary, ensure that proper financial management procedures are in place, including proper handling of cash, checks, account receivables, bank deposits, inventory and accounts payable
- Ensure that all accounts payable, payroll and staff records are maintained electronically
- Manage incoming mail and A/P invoices and coordinate with the Zion financial secretary to insure timely payment

- Manage A/R aging, attendance, wait list and plant operation expenses
- Develop cost effective sources for classroom and kitchen dry goods supplies
- Ensure implementation of the CCS and food reimbursement programs
- Ensure that all operations of ZLCC are in compliance with Texas, federal and local laws and regulations
- Maintain correspondence, monthly newsletter and calendar
- Represent the school to new/prospective students and parents
- Schedule volunteers
- Coordinate and schedule special activities
- Work with staff to routinely review and update Business Metrics chart, analyze discrepancies, develop corrective actions and monitor results

### **Supervision of Curriculum**

- Assist teachers in planning and executing a quality educational program
- Keep abreast of current educational methods, trends and materials
- Continually study all areas of the curriculum
- Provide for testing in areas of achievement
- Coordinate chapel with the staff at Zion Lutheran Church

### **Interactions with the ZLCC Board of Directors/Zion Lutheran Church**

- Is the sole ZLCC employee to report directly to the Board of Directors, when the Board is in session; when the Board is not in session, reports to the President of the Board or their designate
- Attend monthly ZLCC Board meetings, providing board members with a monthly update on key Business Metrics as outlined in the review table; represent the needs of the staff to the Board; bring other issues to the Board as deemed necessary
- Assist in preparing and disseminating the agenda and notice of Board meetings
- Advises the Board on the effects of proposals and departures from previous Board actions or by-laws
- Support the Secretary in preparation and maintenance of all correspondence, minutes, and records necessary for the proper maintenance of ZLCC
- Prepare annual reports for the ZLCC Board and the congregation of Zion Lutheran Church
- Perform other duties as may be assigned by the Board

### **Personnel Management**

- Has authority to employ and discharge employees, including soliciting and reviewing applications
- Has responsibility to develop a well-trained, motivated staff by developing, maintaining and enhancing a system of effective personnel management. Key items include written policy statements, plus for each employee a current job description, written annual performance objectives with written review which correlates to an objective compensation plan.
- Work with the Assistant Director and staff to develop a mutually supportive division of responsibilities
- Promote professional growth of staff, including state required courses; assess staff training needs, maintain a staff training schedule, and facilitate its execution
- Observe classes on a regular basis, evaluate the teacher's performance and support them in setting and achieving identified goals

