



*First Christian Church
(Disciples of Christ)*

First Christian Church
of Manhattan, Inc.
3001 Grand Mere Pkwy
Manhattan, KS 66503
785.776.8790
fccmanhattan.org

Director of From Cradles to Crayons, a First Christian Church (FCC) ministry

The Director will lead the operations, administration, and staffing of a childcare facility caring for infants through preschool with a maximum capacity of 47 children.

As a ministry of FCC, the childcare operates under FCC's guiding principles of offering a safe and welcoming environment; functioning in a manner that inspires trust and financial support; and encouraging engagement and participation in all ministry areas of the church. FCC is committed to building and maintaining a staff committed to action on this vision. The Director is an employee of FCC and will work closely with FCC's Senior Pastor, the Childcare Advisory Committee, and other church leadership to achieve success for the facility and the community it serves.

The Director is responsible for maintaining compliance with all KDHE licensing standards and is expected to be in classrooms, or coordinate with trained volunteers, to cover any staff member absence.

Duties include, but are not limited to:

Operations

- Advertise openings; interview and conduct tours of the facility with prospective families
- Maintain a waitlist and follow-up with prospective families to fill vacancies
- Manage student enrollments and fee payments
- Greet parents and children in the morning or evening, form relationships with families
- Maintain regular communication with families
- Utilize outside services as necessary
- Assist in creating student behavior plans

Staffing

- Set schedules for daily operations ensuring that all duties are covered by staff or trained volunteers
- Interview and hire staff with assistance from the Childcare Advisory Committee when needed
- Conduct orientation with new staff members
- Supervise and support staff in developing a rich, play based curriculum (KS Early Learning Standards)
- Maintain employee files; validate and track staff time for payroll
- Conduct yearly evaluations of all staff members
- Ensure staff credentials are up to date
- Determine and direct staff training and continuing education
- Assist staff with evaluating, achieving, and re-evaluating personal goals
- Dismiss staff when needed

Administration

- Manage the facility in line with the current business model to meet goals and ensure sustainability
- Maintain child files as required
- Work with kitchen volunteers to ensure food is available and prepared on time and kitchen/dishes are cleaned each day
- Manage supplies inventory and purchase materials
- Maintain social media platforms for childcare, i.e. Facebook and website
- Lead periodic meetings of the FCC Childcare Advisory Committee
- Communicate regularly with FCC staff and provide a monthly report to the Coordinating Council

Required Qualifications:

- Director certified through KDHE and satisfy ONE of the following requirements:
 - Bachelor's degree in early childhood education or closely related field
 - Teacher licensure in early childhood unified in Kansas
 - 3 years of experience in licensed childcare center
- Must maintain yearly continuing education hours
- Willingness to use Brightwheel childcare management software and other technology applications of the facility
- Effective verbal and written communication skills
- Ability to build and maintain positive relationships with children, parents, and peers
- Strong leadership skills
- Ability to work under pressure and with distractions
- Ability to remain on feet for long periods of time, stoop, and bend throughout shift, and sit on the floor
- Ability to work inside and outside under varying work and climatic conditions

Other Requirements:

- Applicants must be currently authorized to work in the United States at the time of employment
- Ability to pass a name-based and fingerprint background check, KDHE health assessment, and TB Test
- Ability to lift/move items up to 50 pounds unassisted on a repetitive basis

How to Apply:

Please submit the following documents in pdf format via email to staff@fccmanhattan.org:

1. Cover letter
2. Resume
3. Three professional references

Screening of Applications Begins: Immediately and continues until the position is filled.

Background Screening Statement:

In connection with your application for employment, From Cradles to Crayons will procure a Background Screen on you as part of the process of considering your candidacy as an employee.