

First Presbyterian Church of London

Presbyterian Child Center (PCC)

Center Administrator

Department: Presbyterian Child Center

Job Status: Full Time

FLSA Status: Exempt

Reports To: FPC Pastor

Positions Supervised: Teachers, Teacher Aids,
Center Support Staff

PURPOSE

The administrator of the Presbyterian Child Center (PCC) is responsible for establishing, operating, and maintaining a superior child care program for our community. The PCC affirms Christian nurturing and the Presbyterian commitment to our church families and to our community, by providing a high-quality program for our children. The administrator is responsible for the overall day-to-day operations of the center. The administrator also ensures that the center meets all state and federal regulations and standards. Collaborating with staff and family members will help the administrator to ensure that the center is achieving its goal of creating a safe and educational environment for the children enrolled in the center.

ESSENTIAL FUNCTIONS

- Maintains daily operations of the Presbyterian Child Center
- Works to develop general learning curriculum. Works directly with Christian educator to ensure the teaching of Christian curriculum throughout all classrooms
- Works directly as part of the leadership team with the three pastors
- Ensures that parents, students, guests, and vendors are greeted in a welcoming and timely manner
- Ensures that incoming calls are answered. Responds to inquiries and schedule facility tours
- Orders and monitors supplies for all areas of the center, including office, classroom, and first aid supplies
- Monitors and distributes all communication materials
- Maintains and keeps current all records on child care software, including children's records and files, monthly attendance sheets, weekly sign in and sign out logs, and fee payments
- Ensures that all accounts are paid according to the PCC financial policies
- Maintains current and accurate rosters for all classrooms
- Ensures that enrollment packets and parent handbooks are assembled and distributed as needed
- Ensures the accurate filing of all documents in a timely manner
- Administers the personnel needs of the staff including employment, evaluations, and safety
- Identifies, schedules, and ensures timely completion of continuing education and training for all employees
- Manages and verifies the center's financial accounting including payroll, accounts payable, expenses, fundraisers, and the annual budget
 - Runs payroll, including verifying and compiling time card information
 - Maintains current financial agreements for the PCC

- Accepts payments and issues receipts.
- Approves invoices; scans and sends invoices to the PCC bookkeeper
- With the administrative assistance counts cash and checks received by the center; prepares deposit slips and deposits funds at bank
- Communicates and works with PCC's ODJFS licensing specialist and Step-Up specialist as needed to keep up to date on policies and licensing renewals and to increase star rating
- Drives the development of ongoing direction for the PCC
- Assists in classrooms as needed to ensure consistent operation of the center
- Participates in meetings that pertain to the PCC such as PCC leadership meetings, PCC Committee meetings, town hall meetings, and other meetings as appropriate.
- Conducts biweekly staff meetings
- Advertises for open staff positions and openings in classrooms
- Ensures that the center's social media presence and website show the center in a positive light and remain up to date
- Hires staff for the center
- Ensures that all classrooms maintain adequate staffing to meet state ratios
- Develops, maintains, and sustains a working relationships with members, staff, and guests of First Presbyterian Church
- Attends Sunday worship at First Presbyterian Church
- Performs other duties as assigned
- Adheres to policies and procedures of the Presbyterian Church (U.S.A.) and First Presbyterian Church.

EDUCATION

- Four-year degree or equivalent (preferably in Early Childhood Development), or 24 months experience in preschool environment and a CPL level 2

POSITION QUALIFICATIONS

- Knowledge and oversight of ODJFS rules and regulations for licensed day care providers
- Knowledge of Ohio Department of Education's Step Up to Quality system
- Proficiency with email and Microsoft Office software
- Ability to work and communicate effectively with staff
- Ability to adjust task priorities as appropriate
- Ability to work with minimal supervision
- Growing Christian faith

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this job, the employee may need to bend, stoop, and lift up to 40 pounds. The employee must be certified in CPR and first aid (training available upon employment). The employee must also have personal transportation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WE OFFER

- Medical insurance
- Generous paid time off
- Discounted rates for childcare