

# THE GROWING PLACE DIRECTOR

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**TITLE:** The Growing Place Director  
**I REPORT TO:** Children's Pastor  
**REPORTING TO ME:** All Growing Place Staff  
**CATEGORY:** Full-time, Salary  
**LAST UPDATED:** 10/21/18

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## PURPOSE

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The Growing Place (TGP) Director is responsible to provide vision, lead staff and oversee day-to-day operations of The Growing Place, as a ministry of ALIVE Wesleyan Church. The Director will have an assistant to aid in administrative duties and other tasks as needed.

*\*The Director must meet DSS required qualifications per SC Child Licensing Policy Manual. A copy of this manual may be found at [www.scchildcare.org](http://www.scchildcare.org).*

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## QUALIFICATIONS

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The Growing Place Director should demonstrate the following characteristics:

1. Be a Christian whose moral character models the Christian lifestyle for children.
  2. Be committed to implementing the vision of ALIVE and TGP.
  3. Be visionary, teachable, and a leader of people.
  4. Communicate effectively with children, parents, and staff.
  5. Be dedicated to producing an environment of creativity and excellence within TGP.
  6. Be knowledgeable of age-level characteristics, child psychology, and teaching/learning theory.
  7. Have a willingness to stay informed of new materials and trends within the early childhood field.
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## RESPONSIBILITIES

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### I. VISION

- Create and implement innovative strategies to increase attendance, excellence, and distinctive qualities, which will set TGP apart.
- Stay current with changing trends and needs in the community.
- Embrace the vision of ALIVE by creating unique ways TGP can reach the 96,000 in our community.
- Design and implement enrichment programs to enhance curriculum.

### II. STAFF

- Recruit, hire, train, and supervise all staff.
  - Maintain employee personnel files, schedules and leave.
  - Evaluate lesson plans, newsletters, and parent communication.
  - Conduct teacher observations and performance evaluations.
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### III. ADMINISTRATION

- Maintain compliance with DSS licensing and accreditation standards.
- Direct and implement daily operations and administrative duties including, but not limited to enrollments, budgeting, parent/staff communication, tours, marketing, policy, and curriculum.
- Implement the highest principals of early childhood education combined with Christian principals.
- Cooperate and collaborate with ALIVE staff in the shared use of facilities.

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### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

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1. Strong leadership and administrative skills
2. Strong interpersonal and communication skills, written and verbal
3. Time management and organizational skills
4. Awareness of early childhood practices
5. Strong problem solving and conflict resolution skills
6. Computer proficient

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### DSS MINIMUM REQUIREMENTS

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The center director and center co-director(s) shall be at least 21 years of age and meet one of the following qualifications:

(i) A bachelor's degree or advanced degree from a state-approved college or university in early childhood education, child development, child psychology or a related field that includes at least eighteen credit hours in child development and/or early childhood education;

(ii) A bachelor's degree from a state-approved college or university in any subject area, six months experience working with children in a licensed, approved or registered childcare facility;

(iii) An associate's degree from a state-approved college or university in early childhood education, child development, child psychology or a related field, that includes at least eighteen credit hours in child development and/or early childhood education with six months' work experience in a licensed, approved or registered child care facility;

(iv) A diploma in child development/early childhood education from a state-approved institution or a child development associate credential (CDA), and one year work experience in a licensed, approved or registered child care facility; or

(v) A High School Diploma or GED, and Early Childhood Development (ECD) 101 with 3 years' experience in a licensed, approved or registered childcare facility. One year shall include supervision of childcare staff.

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