

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Early Childhood Education & Care Associate Director	Type Of Position:	Hours Per Week <u> N/A </u>
Location:	302 Research Dr., Norcross, GA 30092	Full Time <u> X </u>	
Department:	Early Childhood Education & Care	Part Time <u> </u>	Exempt <u> X </u>
Reports To:	Director of Education	Intern <u> </u>	Nonexempt <u> </u>

POSITION SUMMARY:

Provide Christ-like mission and service leadership throughout the Southern Union Conference for quality early childhood education and care centers and classrooms owned and operated by the Seventh-day Adventist churches and schools.

SCOPE OF RESPONSIBILITY:

- Provide leadership for quality early childhood education and care (ECEC) in church and school operated programs for children, birth through pre-kindergarten/five years of age.
- Respond to inquiries from the Southern Union and NAD field regarding ECEC, and guide conference, church and school administrations through the process for starting early education programs.
- Collaborate with local Conference Education Department Associates/Liaisons, Risk Managers and Human Resource Directors in the supervision of health, safety and education, and in the development of standards, guidelines and policies for ECEC.
- Organize and/or present seminars, in-service training, informational mailings, etc. various times throughout the year for early childhood teachers and program directors that foster professional growth and development in ECEC.
- Serve on the NAD/ECEC Advisory, each Conference Early Childhood Education Advisory and additional Conference, University, Union and Division educational committees as appointed.
- Chair the Southern Union Early Childhood Advisory.
- Direct an accreditation process for early childhood education that is recognized by the National Council for Private School Accreditation (NCPISA) and serve on its Council and Commission for Infant and Early Childhood representing the Adventist Accrediting Association as requested by NADDOE.
- Direct an early childhood education teacher/caregiver certification program.
- Provide Bible and research-based developmentally appropriate curriculum with recommended implementation/instructional strategies and progress tracking tools.
- Keep ongoing Information of programs and facilities; licensing status', location, enrollments, directors, etc.
- Promote Christ-like mission and service, and the development of positive relationships between staff, parents/families, church and community.
- Oversee and supervise the responsibilities and duties of the ECEC Administrative Assistant.

RECOMMENDED EDUCATION/EXPERIENCE:

- Master's Degree in Early Childhood Education, Lower Elementary Education with Early Childhood or Kindergarten SDA Teacher Certification Endorsement.
- Minimum of three years' work experience within the SDA elementary school system, applicable to early childhood education and leadership.
- Affiliations with state departments and private organizations regarding governing programs per civil guidelines for non-public entities: Curriculum/Instruction/Assessments and Accreditation preferred.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours