



Prince of Peace Lutheran Church  
13801 Fairview Drive • Burnsville MN. 55337  
popmn.org

## JOB DESCRIPTION

### Child Development Learning Center (CDLC) Director

**Reports to: Director of Family Ministry Status: Full Time**

**Who We Are:** Prince of Peace Lutheran Church (POP), is an ELCA congregation of 5,600 members located in the southern Twin Cities suburb of Burnsville, MN. At our core we seek to see the Gospel transform lives. We do this through providing robust mission opportunities through our onsite food shelf and dental clinic, providing thought provoking sermon series, traditional and contemporary worship geared for excellence, and learning and personal growth opportunities for all ages.

All new hires are filtered through a lens of organizational culture fit. To that end, all staff are expected to live into and embrace the following core values:

1. **Dedication and Passionate** in service of the Gospel of Jesus Christ; increasing *trust* through *collaboration* that builds *honest vulnerability*, sustaining our dedication and passion for the Gospel of Jesus Christ.
2. **Innovative** for the purpose of reaching more people with the Gospel of Jesus Christ that *empowers* staff ownership that seeks *accountability*.
3. **Dependable** in our fulfilling work expectations while engaged in *grace* filled relationships with staff, volunteers, and members.
4. **Relational and Personable** in all our interactions; treating one another with *equity* and *respect*.
5. **Lead with Yes** to create open pathways for the Gospel of Jesus Christ to thrive in our lives while being open to other *perspectives* than our own.

**Job Summary:** The CDLC Director is responsible for providing the structure, and guiding the journey of each of the students to fulfill CDLC's mission, and the mission of the church for Sunday preschool students. The Director will be interacting with the executive staff and the Implementation Team for the Vision process.

#### **Essential Functions:**

- Develop operational goals to meet targeted enrollment plans including budgets, fundraising and tuition targets
- Develop curriculum that is age appropriate and supports CDLC's mission and beliefs of Prince of Peace
- Hire and supervise all staff including ongoing training and development of staff

- Complete plans for continued licensure requirements (NAEYC) and provide a safe learning environment
- Represent CDLC to prospective parents and POP
- Develop a CDLC advisory committee and provide regular updates to POP's Board of Directors
- Provide regular and consistent communication to parents, staff, and church community
- Organize regular teacher/parent conferences
- Develop ongoing relationships with parents
- Provide back-up to teachers as necessary
- Partner with POP administrative staff on policies and procedures

**Core Competencies:**

- Disciple of Jesus
- Ability to plan, implement and lead programs in small and large group settings
- Ability to multi-task with strong organizational skills
- Ability to create curriculum with a Lutheran lens
- Ability and willingness to work on a team in a team-like manner
- Spiritual mentoring of children utilizing the spiritual gifts of encouragement, counseling and discernment
- Agreement with the teachings of the Bible and the belief statement of Prince of Peace
- Demonstrated ability to communicate verbally and in writing to children and adults
- Ability to focus on process not just product

**Minimum Qualifications:**

- The ideal candidate has 7 - 10 years of experience as a teacher and/or supervisor in a licensed preschool, Bachelor's Degree in early childhood development; current State of Minnesota teacher license in early childhood education or elementary education, and demonstrated ongoing education.
- Meet the standards to be a director of child care for the state of Minnesota and NAEYC

**Physical Requirements:**

- Ability to sit at the computer for several hours at a time.
- Ability to twist, lift, bend and pull
- Ability to stand for up to 3 hours at a time
- This job regularly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Ability to lift up to 40 lbs with the ability to sit on the floor preferred

**Salary:** Commensurate with the candidate's experience and training.

**Benefits:** Full Time employees are eligible to participate in the company health plan, 403b plan and will receive a generous time off package that includes vacation, sick, and holiday time.

**Application: Email only.** Send resume and cover letter materials to Lauren Rathke, Human Resources Manager at [lrathke@popmn.org](mailto:lrathke@popmn.org)

Note: This job description is intended to describe the general nature and level of work to be performed and is not to be construed as an exhaustive list of responsibilities. Any statement contained herein does not establish a contract for employment and may be subject to change at the discretion of the employer.