

Job Description
King's Children Daycare
Director

Mission Statement

King's Children Daycare is a community service and outreach ministry of Triumphant King Lutheran Church, Lake Oswego, OR.

As a community service, the daycare provides a safe facility, nurturing environment, and developmental education for children up to preschool age. It is licensed and regulated by Child Care Division of Oregon and operated by Triumphant King Lutheran Church through the agency of its Day Care Board.

As an outreach ministry, the daycare provides a Christian environment and education that is consonant with the mission, standards, and doctrines of Triumphant King Lutheran Church and the Lutheran Church – Missouri Synod.

Director

The Director of King's Children Daycare is an employee of Triumphant King Lutheran Church charged with the responsibility for overseeing the facility, personnel, program, and fiscal operations of the center.

Education and Experience:

- Have a minimum B.A. in education and/or early childhood development.
- Have at least two years experience in early childhood education and/or administration.
- Be enrolled in the Oregon Registry and state certifiable

Administration:

- Ensure compliance with all state and local licensing regulations
- Develop and maintain procedures for receiving and discharging children
- Develop and maintain programs in all areas of child development
- Oversee the care and maintenance of the facility
- Supervise the training and performance of all staff personnel
- Prepare regular reports on the center for Board reviews
- Prepare annual budget and oversee fiduciary accounting

Community:

- Be the main representative of the center to the community
- Conduct orientations for prospective clients
- Utilize social networks, advertising media, and other measures to promote the center
- Coordinate with Pastor on developing relationships with enrollees and families
- Coordinate services/programs with Preschool Director when necessary
- Conduct student evaluations with parental involvement

Ministry

- Be an active member of Triumphant King Lutheran Church or compatible Christian congregation
- Design curricula that includes approved Christian based materials
- Coordinate with Pastor or other ministry leaders in the congregation for Gospel outreach
- Have fun