



Trinity Learning Center

Program Description

Mission

The Trinity Learning Center is honored to have the opportunity to reach out to the youngest residents of the Columbia community and support their families by providing the highest standard of childcare in a quality learning environment that is positive and meaningful as well as fun and safe while parents are working to provide for their family.

Purpose

As a part of Trinity Cathedral's mission to minister to the needs of all people, the Trinity Learning Center endeavors to:

- Support children's growth in their awareness of the world around them and to guide them in developing an understanding of God's love for them as they experience a learning environment which fosters their emotional, social, intellectual, physical, and moral development.
- Support the families of the Trinity Learning Center with respect for their individual cultures and unique dynamics in order to promote a child's positive identity formation and development which allows for children to realize their full potential.
- Partner with community agencies that serve families in order to provide resources which enhance the families' ability to grow in knowledge and understanding of how to best support the growth and development of their individual children.

This program is focused on the child and his or her experiences. Our curriculum is inspired by the philosophy that hands-on and minds-on learning leads to the development of knowledge, skills and positive attitudes toward learning. The TLC values curiosity, creativity, resourcefulness, independence, initiative, responsibility, humor, generosity, kindness, respect, and helpfulness.

The Director of the Trinity Learning Center

The Trinity Learning Center is accepting applications for the position of director. The director is responsible for the day-to-day operations of the program; the development of staff policies and procedures; parent communications and reporting to cathedral leadership; student enrollment; budget and facility planning; and performing program evaluations to ensure compliance with federal, state, local, and other accreditation body rules and regulations. In compliance with South Carolina laws and regulations, the license to operate the Trinity Learning Center is in the name of the director.

MAJOR RESPONSIBILITIES

These essential job functions are not to be construed as a complete statement of duties performed. The director must be prepared to function in any capacity necessary to ensure the success of the program.

Administration

- Promote an organizational culture of high performance and continuous improvement by setting clear expectations, defining employee's roles, creating a trusting environment, and valuing employee's growth and development.
- Maintain a management team to directly support, coordinate, and oversee center operations and program implementation.
- Define standards, monitor, and evaluate staff performance. Provide direction for all program staff by establishing performance goals that support and further the mission, objectives, and goals of the Trinity Learning Center. Performance evaluations must provide employees a meaningful experience: give praise and credit where it is due; do not shy away from dealing with issues; guide the employee through the creation of a personal development plan; do not close the review until everyone is on the same page.
- Monitor and evaluate staff training. Approved training should be high-quality, intensive, and classroom-focused with the goal to produce a positive and lasting impact on classroom instruction and teacher performance in the classroom. Evaluations should include classroom observations to measure the effectiveness of the training and result in feedback to the employee and training provider.
- Develop curriculum and programs. Work closely with the TLC's teachers and staff, creating learning plans or programs to meet accreditation requirements and parents' expectations.
- Communicate efficiently and effectively with staff, regulatory agencies, and parents. The director must be an excellent communicator. Write parent newsletters, respond promptly to telephone calls and emails, and regularly communicate with parents regarding programs, activities, and operational concerns.
- Monitor and report child outcomes and create plans of action to address concerns.

- The license to operate the TLC must be renewed every two years. Four to six months prior to the expiration date, plan and conduct all necessary activities to obtain regulatory approval to continue operations. These efforts must culminate with passing inspections covering:
 - Fire and Life Safety:
 - Review of Fire Alarm System Test and Maintenance Log. The director must coordinate with the cathedral's director of facilities to have this performed by a licensed third-party tester.
 - Review of Fire Sprinkler System Test and Maintenance Log.
 - Review of fire evacuation plans, monthly fire drill results, and other required paperwork.
 - Check equipment including fire extinguishers, range hoods and kitchen fire suppression systems, emergency lights, controlled-access doors, etc.
 - Child Safety and Sanitation:
 - Safe Food Handling and Storage
 - Playground Safety
 - Child Safety
 - Facility Sanitation
 - Review of Required Paperwork and Records for:
 - All Staff
 - 25 Children, randomly selected by DSS
 - A Site Inspection to confirm current compliance with laws and regulations
- Administer and sustain grant and scholarship programs through continued compliance with federal, state, local, and accreditation rules and regulations. Ensure that accurate and timely applications and reports are submitted as required by these funding sources:
 - USDA CACFP (Child and Adult Care Food Program)
 - SC DSS CDEP Program (First Steps 4K)
 - SC DSS ABC Quality Program (Training and Classroom Materials)
 - T.E.A.C.H. Early Childhood Scholarship Program
- Serve as liaison to Trinity Episcopal Cathedral; effectively communicate and present critical facility and operational matters at monthly cathedral staff meetings; communicate with the cathedral's Business Office to submit expenditure reports and time clock data; coordinate the use of the chapel and cathedral gymnasium for children's programs and activities; and request immediate or preventive maintenance for center facilities.

- Serve as liaison to the TLC Board of Advisors; attend scheduled board meetings and advise members on program planning, budgeting, and policy matters; effectively communicate and present critical programmatic, budget, and operational matters.
- Take an active role in representing the TLC throughout the community and cultivate key relationships that support early childhood education initiatives.

POSITION REQUIREMENTS

Education and Experience

- Bachelor's degree required; Master's degree in early childhood, public service, or social work preferred
- 2-3 years' experience in early childhood or a closely-related field
- 5-7 years' experience in management or administration

Skills, Knowledge, and Abilities

- Expert knowledge of SC DSS standards
- Expert knowledge of early childhood learning techniques
- Working knowledge of accounting principles and budgeting processes
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution
- Knowledge of Microsoft Office products at an intermediate to advanced level
- Significant experience in planning, administration, and supervision
- Ability to communicate and interact with all levels of personnel, parents, and external vendors with professionalism and diplomacy
- Ability to define problems, collect data, establish facts, and draw valid conclusions; make recommendations and develop implementation strategies
- Ability to communicate effectively verbally and in writing
- Ability to interpret agency, federal and state laws pertaining to the program
- Ability to plan and direct activities to write goals and objectives

Environmental Conditions

- Generally works in an office setting
- Local travel is required

Essential Physical Skills

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing
- Ability to lift up to 50 lbs.

(Reasonable accommodations will be made for an otherwise qualified individual with a disability.)

LICENSES, CERTIFICATION OR REGISTRATIONS:

- Valid SC Driver's License
- Annually, the incumbent Center Director must attain the following training:
 - A minimum of 5 hours related to Program Administration
 - A minimum of 5 hours of Child Growth & Development, Early Childhood Education, and/or Health and Safety
 - 10 hours in other Early Childhood Areas:
 - Must include blood-borne pathogen training as required by OSHA.
 - The remaining hours shall come from Guidance, Curriculum Activities, Nutrition, or Professional Development.

Compensation and Benefits

- Competitive salary based on qualifications and excellent benefits package including health, dental, vision and life insurance; 401k matching and paid time off.

At-Will Employment

This position description is prepared to provide you with information and guidelines. It is not a contract of employment between the Trinity Learning Center and you as a potential employee. Since South Carolina is an at-will employment state, you are not under contract for employment. Thus, employment with the Trinity Learning Center is not for a definite term. The center or you may terminate employment at any time, for any reason or for no reason. Because we are Church based Non-Profit, the Trinity Learning Center does not participate in the Unemployment Insurance Program.

Interested? Please submit a cover letter, resume, and references to Carole Carter at carter@trinitysc.org.