



JOB POSTING: PATHWAYS LEARNING CENTER EXECUTIVE DIRECTOR

GENERAL INFORMATION

Ministry: Pathways Learning Center

Supervisor: Pioneer Drive Finance Administrator

Supervisory Role: Supervise office staff and teachers

Status: Full-Time

Overtime Status: Exempt

ABOUT OUR CHURCH

Pioneer Drive Baptist Church is an ever-expanding family whose focus is on the kingdom, previewing heaven for Abilene and beyond. We live beyond the walls, contributing our time, talents, and treasure, and we nurture deep spiritual roots.

JOB SUMMARY

As the Executive Director, you will play a crucial role in providing quality childcare services in accordance with our Christian values and principles. You will oversee the day-to-day operations, create a positive and inclusive atmosphere for children and staff, and ensure that all safety and educational standards are met.

The ideal candidate will have a strong passion for early childhood education and be committed to our church's mission. For more information, see the following full job description.

HOW TO APPLY

Interested candidates should e-mail a cover letter, resume, and reference list by January 15 to:

Renaë Terry, Chairperson

PLC Executive Director Search Committee

trs04c@acu.edu



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Supervisory Role: yes

Supervisor: Pioneer Drive Baptist Church Finance Administrator

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PRIMARY PURPOSE

The Director is responsible for providing leadership and oversight of Pathways Learning Center. The Director should demonstrate experience in managing all aspects of the Center. The Director should have strong leadership skills, display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for the children, parents, and teachers. The Director will contribute to the team spirit of the staff through fellowship, dedication, cooperation, encouragement, and prayer support as they serve others and Christ at Pioneer Drive Baptist Church.

CORE RESPONSIBILITIES

- Develop, purchase, and implement age-appropriate curriculum and activities that align with Pioneer Drive Baptist Church values.
- Foster a loving, nurturing, safe, and clean environment for children in our care.
- Ensure compliance with all state licensing requirements and safety regulations.
- Recruit (in consultation with the Executive Pastor), equip, and oversee all staff, including teachers, maintenance, custodial, and kitchen staff.
- Provide ongoing support and professional development for self and staff in behavior management and leadership skills.

- Maintain clear and open communication with parents and guardians.
- Oversees menus with proper nutrition guidelines according to state regulations.
- Secure vendors for ordering supplies: including food, chemicals, and disposables.
- Basic knowledge in budgets and reporting.
- Lead by example, modeling Christian values and behaviors for both staff, children, and families.
- Must be highly confidential in all business matters of the Center.

MINIMUM REQUIREMENTS

- Minimum 3 years' experience teaching Preschoolers, preferably within a church setting.
- Experience in recruiting, developing, and leading staff and teams.
- Basic knowledge in budgets and reporting.
- Must have a high school diploma or GED.
- Education in early childhood development
- Must be able to pass a background check and FBI fingerprint check.
- Meet all requirements of the Texas Department of Family Services minimum standards.
- Personal Qualifications:
 - Personal relationship with Jesus
 - Lives out a Christ-like lifestyle.
 - Strong leadership skills
 - Creative and innovative
 - "Hungry, humble, and smart"
 - Represents the Center and Pioneer Drive well to staff, our team leaders, parents, and the church

SUPERVISORY RESPONSIBILITIES

- Children's Day Out Director
- Assistant Director, if applicable
- Ministry Assistant, if applicable
- Custodian and/or Maintenance for the Center

MINIMUM PROFICIENCIES

- Computer with updated software. Currently using Brightwheel.
- Time Clock Software
- Security Camera software
- Data Entry Software for Accounts Receivable
- Director must be able to work within all the programs for a smooth operation

EXPECTATIONS

- Embrace and live out the core values of Pioneer Drive Baptist Church
- Enhance a sense of teamwork and camaraderie amongst your staff, and to grow personally, spiritually, and professionally.
- A teachable and enthusiastic learner.
- Involved in a local church that aligns with Pioneer Drive's vision.
- Attends staff meetings, retreats, and conferences as directed.
- Maintains flexible working hours as determined by the needs of the ministry.
- Begin and end projects within reasonable timeframe.
- Stays current with trends and changes in Daycare Centers similar to Pathways Learning Center.
- Proficient with current technology and communication tools.
- Knowledgeable concerning relevant legal and governmental guidelines, regulations, laws, and ethical issues.
- Represents Pathways Learning Center and Pioneer Drive well to staff, the families, and the church.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Stand
- Walk
- Sit
- Kneel
- Stoop
- Crouch
- Crawl
- Talk and Hear
- Climb and Balance
- Taste and Smell
- Use hands and reach with hands and arms
- Frequently lift up to 35 pounds
- Have vision abilities: such as close, distance, and peripheral vision, depth and perception, and the ability to focus.

ADDITIONAL INFORMATION

Each Employee is expected to embrace and personally implement the Mission Statement and the Staff Values of Pioneer Drive Baptist Church; to fulfill core job tasks and responsibilities; to grow personally, spiritually, and professionally; to tithe; and to exhibit a “humble, hungry, and smart” attitude in all their work.