

JOB POSTING: Director for St. John's Wee Care Learning Center



Position Description

St. John's Wee Care Learning Center of Stewartville is looking for a director that will start in June for the 2024-25 school year. The Director is responsible for managing and operating the childcare center and preschool program for children ages 3 through 5 years (1 to 2 years before entering Kindergarten). Responsibilities include supervision of staff, scheduling, overseeing curriculum, classroom management, marketing, state license compliance, staff development, enrollment, budgeting, and future program planning. The Director is expected to manage the implementation of expanding Wee Care into a wraparound childcare center that surrounds a daily pre-school program. The Director will report directly to the Senior Pastor and will work extensively with the Associate Pastor on the religious aspects of the center.

Minimum Qualifications

Wee Care is a Minnesota licensed childcare agency. Therefore, the director must meet the following minimum qualifications: have at least 1,040 hours (or 6 months full-time) of paid or unpaid staff supervision experience; and have at least nine quarter credits (or 90 hours/6 semester credits) earned in any combination of accredited courses in staff supervision, human relations, and child development.

Applicants must have computer experience and be proficient in Microsoft Office, and other computer programs.

Compensation/Benefit Eligibility

Compensation is based upon education and years of experience. The hourly rate will range from \$18 to \$21. Hourly rates could exceed this amount if grants or other additional funding specific to compensation are earned. This position does include health and other benefits per St John's employment policies.

Schedule

The director position is a part time position for the 2024-25 school year. This position will transition to a full-time salaried position for the 2025-26 school year and beyond, with the expectation of a 40-hour minimum work week during the school year plus any other periodic responsibilities outside of the normal schedule. Classes are held on weekdays. Special events may be held in the evening or on the weekend.

Center Description

St. John's Wee Care Learning Center was established in 1983. Our center provides childcare and prepares students not only for kindergarten, but for life in our community and our world based on a Christian foundation. Through the personal attention of our staff, children experience developmentally appropriate activities, social interaction, guided play, field trips, story time, music, and STEAM (science, technology, engineering, art and math) activities. This all takes place in a loving, Christian environment. We stand by a philosophy that each child will develop, through Christian education and guidance, a good self-image and respect for others.

Wee Care Lutheran School Employee Policy

Wee Care is operated by St. John's Lutheran Church. The Church is a religious non-profit corporation holding membership in The Lutheran Church—Missouri Synod (LCMS).

As such, Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at Wee Care. Christian instruction is integrated into the program and faithful Christian service is to be exhibited by all employees. St. John's expects that Wee Care employees who are LCMS members will adhere firmly to the teachings of the Church in matters of religious faith and personal conduct. Employees who are not LCMS members are not required to believe or confess the teachings or beliefs of the LCMS. However, no Wee Care employee may, in a way that will affect the school, promote beliefs that are contrary to those of the LCMS or otherwise weaken the Christian atmosphere at the school. These expectations are to be reviewed periodically by the Church's pastoral staff.

In addition, all employees are expected to lead personal lives that do not violate the teachings and beliefs of the LCMS on matters of personal conduct, so that all employees may in their daily lives give witness to a lifestyle that supports Wee Care's mission. Any employee who fails to comply with LCMS teachings in connection with his or her employment at Wee Care or conducts his or her life in a way that is inimical to those teachings may be terminated from employment for cause.

LCMS doctrine and practice are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS in convention. Employees who are unfamiliar with LCMS beliefs and teachings on any subject should inquire about them from the pastoral staff.