



St. Paul's Lutheran School & Childcare  
312 Palouse  
Wenatchee, WA 98801  
509-662-4757

## St. Paul's Lutheran Church, School, & Childcare

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### **Assistant Childcare Director Position**

The Assistant Childcare Director is responsible for supporting childcare teachers and staff, managing curriculum and classroom supply needs, and setting the tone in maintaining a positive and child-centered program. Along with the Director, he or she will also ensure compliance with all local and federal laws governing child care, both regarding the physical environment and the staff while working with the St. Paul's Lutheran School Administrator and St. Paul's Lutheran School Board to manage this Childcare Ministry.

**8:00-5:00 Monday through Friday. Possible opportunity to work 4 days/week if desired.**

### **Assistant Director Roles and Responsibilities:**

- Maintain a Christian atmosphere and communicate the love of God to the enrolled children, their families and staff
- Supervise childcare staff and assist in the training of new staff
- Adhere to policies and ensure staff and parent's recognition of policies
- Develop religious and educational programs
- Help staff resolve conflicts between children and assist staff in communicating with parents
- Meet with parents and staff as needed to discuss problems and/or progress
- Foster a crossover between Childcare and St. Paul's Lutheran School.
- Ensure facilities are maintained and cleaned
- Attend staff meetings and leadership events.
- Conduct yourself at all times with parents, students, staff members and congregation members in a manner consistent with the high quality of the entire St. Paul's Lutheran Church, School, & Childcare Ministry

### **Assistant Director Education/ Experience Requirements:**

- Knowledgeable in practice and teaching of Christian faith to children
- Education and experience to meet the WAC requirements necessary to serve as an Assistant Center Director, including a minimum of 45 ECE Credits and an approved MERIT account

### **Compensation & Benefits:**

Salary: Based on Education and Experience

Full Benefits: Medical, Dental, & Life Insurance; Sick & Vacation Leave; Retirement

Applications available at [stpaulslutherschool.com](http://stpaulslutherschool.com) or in person. Applications may be delivered in person or by email to [childcare@stpaulslutherschool.com](mailto:childcare@stpaulslutherschool.com). Please include a cover letter, resume, and at least one letter of recommendation.