

New River Baptist Association (NRBA)

Position Description Director of Baptist Education Center (BEC)

I. QUALIFICATIONS AND ADMINISTRATION

1. Position Title: **Director of Baptist Education Center**
2. Employed by: The Executive Committee with the concurrence of the Associational Missionary/Director of Missions. Employment may be terminated by the employee, or the Executive Committee, with the concurrence of the Associational Missionary/Director of Missions. Four weeks notification is required unless otherwise mutually agreed.
3. State Requirements: Must meet and maintain all North Carolina Department of Early Education (NCDEE) requirements for center directors, to include appropriate background investigation.
4. Faith Perspective: Must be a professing Christian in full agreement with the Baptist Faith and Message of the Southern Baptist Convention.
5. Other Personnel Policies: As covered in the Personnel Policies of the New River Baptist Association.
6. Probationary Period: A probationary period shall be two months, after which, if performance is satisfactory, a letter of permanence will be issued.
7. Salary and Employee Benefits: As budgeted and as stipulated in the Personnel Policies.
8. The BEC Director position must be understood as a ministry position, which the incumbent fills in keeping with a spiritual calling. Hours of work may exceed a forty-hour work week, and compensatory time off will be arranged with the Associational Missionary/Director of Missions.
9. The BEC Director shall be expected to cooperate with NRBA employed staff and volunteers and to coordinate scheduling matters with the NRBA Administrative Staff.
10. Perform additional appropriate tasks as assigned by the Associational Missionary/Director of Missions.

II. EMPLOYMENT RELATIONSHIPS

The Director is directly responsible to the Associational Missionary/Director of Missions in the performance of duties relative to the office.

III. PRINCIPAL FUNCTION

The principal function of the Director of Baptist Education Center is to develop and manage a Christian early childhood ministry program. This program shall emphasize the physical, mental, and spiritual needs of each child, and shall be consistent with and supportive of the purposes and policies of the New River Baptist Association. Concurrently, appropriate professional relationships with NCDEE and other applicable North Carolina and Onslow County agencies, as well as with the parent(s)/guardian(s) and family members of BEC enrolled students will be maintained. Secondary functions may be added as appropriate.

IV. PRIMARY RESPONSIBILITIES

1. Conduct himself/herself as a Christian and seek to bear effective witness of the redeeming love of God.
2. Sustain Christian and Baptist principles, policies, and beliefs in the function and operation of the ministry.
3. Maintain children's and staff records in compliance with NCDEE requirements and state regulations.
4. Maintain health and safety records in compliance with NCDEE requirements as well as state and county regulations.
5. Maintain Department of Social Services (DSS) records for subsidy reimbursement to NRBA BEC.
6. In consultation with the Associational Missionary/Director of Missions, be responsible for employing and discharging BEC staff.
7. Seek to foster Christian, personal, and professional development of all staff members.
8. Assume responsibility for the fiscal management of the Baptist Education Center.
9. Make recommendations regarding policies and operation to the Associational Missionary/Director of Missions.