

King of Kings Lutheran Church
Early Learning Center Assistant Director and Human Resources Coordinator
Job Description

Responsibilities include functioning as the Early Learning Center Assistant Director, comprehensive Human Resource function management, and other duties as assigned.

This individual should have a bachelor's degree in Business or Human Resources Administration or comparable experience.

This is a salaried position based on the employee working an average of 20 hours per week for 50 weeks per year. The salary is commensurate with knowledge and experience.

Overview of Job Description

Accountability:

1. Report to the Early Learning Center Director providing assistance were directed and filling in for the Early Learning Center Director during their absence.
2. Report to the Human Resources Committee Chairman ensuring that all King of Kings Human Resources functions for the entire church are managed and completed with integrity, confidentiality, accuracy and timely.
3. The Majority of the work is associated with the Early Learning Center. A small portion is associated with managing and administering the Human Resources functions associated with the remainder of the church staff and volunteers.

Skills Required:

1. Strong organizational, multi-tasking, communication and "people" skills
2. Excellent analytical with problem solving abilities
3. Proficient in applicable software and data entry
4. Maintain confidentiality in all matters
5. Work as a Team member
6. Self-motivation

Duties and Responsibilities:

1. **Early Learning Center**
 - a. Fill in for the Early Learning Center Director during their absence
 - b. Manage the administrative operations of the Early Learning Center
 - c. Manage the invoicing/processing of tuition and fees, including late fees
 - d. Process ELC purchases and check requests
 - e. Coordinate ELC special projects (i.e., spirit wear, book orders, etc.)
 - f. In consultation with the ELC Director and the Director of the ELC Oversight Board, develop the Annual ELC Budget for approval by the ELC Oversight Committee and the Board of Directors.
 - g. In the Annual Budgeting process, provide tuition and fee increase recommendations to the ELC Director and the Director of the ELC Oversight Board for approval by the ELC Oversight Board
 - h. Track the ELC's monthly financial performance versus the budget model to ensure the ELC is financially performing as budgeted
 - i. Assist with annual registration process
 - j. Maintain student record files
 - k. Attend necessary meetings and training programs

- l. Attend church and community activities to promote the Early Learning Center
- m. Follow policies and procedures outlined in the Early Learning Center handbook
- n. Follow all health department guidelines
- o. Report any suspected case of child abuse to the ELC Director and the Clay County Family Division
- p. Other duties as assigned

2. Human Resources

- a. Manage new employee hiring and onboarding processes approved by the Human Resources Committee
- b. Concordia Plans management ensuring all enrollments are timely for individual employees and King of Kings as a whole such as the Annual Concordia Health Plan enrollment and the Annual Compensation Report
- c. Maintain knowledge of Concordia Plan benefits changes and administration of those changes
- d. Monitor regulatory compliance via Concordia Plan Advisories and other appropriate sources and recommend policy revisions and updates as appropriate.
- e. Maintain and update the Employee and Called Worker Handbook through appropriate approval authorities
- f. Annual updates of W-4 and MO W-4 forms
- g. Manage the Employee Service Award process
- h. Manage the processes associated with developing annual compensation increases for all staff based on the LCMS Missouri District Guidelines and the ELC Compensation Methodologies approved by the Human Resources Committee
- i. Manage the Early Learning Center Assignment Letter and Offer Letter processes
- j. Annual compliance training, policy reviews and required training with all paid staff and regular volunteers
- k. Prepare for and attend Human Resources Committee meetings as scheduled
- l. Other duties as assigned