

**CORNERSTONE CENTER FOR EARLY LEARNING**  
3901 RUSSELL BOULEVARD  
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January 6, 2017; For immediate release

## **Cornerstone Center for Early Learning -**

the first accredited early learning center in the city of St. Louis  
a member of the United Way of Greater St. Louis  
located in St. Louis' historic Shaw Neighborhood

**is now accepting applications for the full-time position of *Center Director***

Please send or email cover letter and resume to Jerry Ehrlich, Executive Director;  
Cornerstone Center for Early Learning; 3901 Russell Blvd.; St. Louis, MO 63110  
[jehrlich@cornerstonecenterstl.org](mailto:jehrlich@cornerstonecenterstl.org)

### **REQUIREMENTS:**

- EDUCATIONAL: Bachelors or Masters Degree in Early Childhood Education; OR 120 college credit hours, 24 of which are in early childhood, youth development, or child/family related courses.
- Minimum of 5 years experience working in a quality early learning center. Prefer experience in both classroom and administration.
- Knowledgeable of standards relating to both State Accreditation and State Licensing
- Computer literacy
- Excellent management and organizational skills
- Excellent interpersonal skills
- Excellent communication (oral and written) skills including ability to communicate information, needs, instructions, and directives clearly
- Experience in working successfully as a part of a team
- Ability to work in a fast-paced environment
- Occasional evening work
- True desire to make a difference in and with a diverse student/family population

### **BASIC JOB RESPONSIBILITIES:**

- The Center Director is the #2 person in charge of the Center. Reports directly to the agency Executive Director, and works closely with the Executive Director on matters of finance (including budget), programming, and operations.
- Responsible for the successful day-to-day operations of the Center, including communication



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United Way  
of Greater St. Louis

- with and supervision of staff responsible for that successful operation.
- Ensures that licensing requirements and student/staff ratio are being met at all times.
- Oversee schedules and handles all leave requests while making sure that the Center is properly staffed at all times.
- Plays a lead role in the successful implementation of the Cornerstone educational philosophy.
- Plays a lead role in the hiring, scheduling, placement, supervision, training, and evaluation of teaching staff.
- Communicates directly with parents/guardians (when needed) regarding child and/or Center issues.
- Works with other key staff in recruiting and maintaining students, especially as it relates to children who receive government funding.

### **OTHER RESPONSIBILITIES INCLUDE:**

#### **Program Philosophy and Standards**

In concert with the Executive Director, the Center Director oversees a unique program philosophy that guides all aspects of agency operation and daily decision making. The Center Director is expected to:

- Provide input, as needed and requested, into the agency's Mission Statement and Strategic Plan.
- Provide input, as needed and requested, into written policies and procedures that govern the Center.
- In concert with the Executive Director and other key staff - evaluate and maintain staff knowledge and implementation of program philosophy and standards.

#### **Interactions with General Staff**

The Center Director interacts with staff to ensure appropriate operation of the Center, by conveying program philosophy, policies, procedures, standards, and expectations. Additionally, the Center Director acts as an advocate for the staff. The Center Director is expected to:

- In concert with the Executive Director - interview, orient, assign, supervise, evaluate, and, if necessary, dismiss staff, in accordance with the personnel policies and practices of the Center.
- Make clear and appropriate delegation of authority and responsibilities.
- In concert with the Executive Director - provide opportunities for staff participation in the formulation of relevant policies and procedures.
- Facilitate opportunities for continuing staff development and training.
- Represent staff and Center perspectives to families: facilitate dialogue; follow through on staff concerns regarding students and/or family members.

#### **Interactions with Families**

In concert with the Executive Director, the Center Director is responsible for conveying program philosophy, policies, and procedures to parents, guardians, and other significant adults in the students' lives. The Center Director is expected to:

- Communicate with families through a variety of means including, but not limited to, memos, telephone calls, conferences, emails, group meetings, and informal daily contact.
- Represent family and Center perspectives to staff - facilitating dialogue and, in concert with the Executive Director, following through on grievances which a family may express.
- Intervene when family practices appear to present a danger to a child's welfare.
- Act as an advocate for family needs in the community.

## **Interactions with Funding and Regulatory Entities**

The Center Director communicates with various certifying organizations and offices. The Center Director is expected to:

- Maintain status as “Director of Record” for Department of Health/Section for Child Care Regulation
- File, or oversee filing of, required reports to all relevant agencies.
- Oversee certifications, licenses, and other documentation regarding the Center’s status, as they come due.
- Provide information to agencies, as required.

## **Interactions with Child Welfare and Other Agencies**

In concert with the Executive Director, the Center Director represents the agency to Child Welfare authorities and other professional entities. The Center Director is expected to:

- Maintain Center standards to meet or exceed Missouri Licensing Requirements.
- Maintain the Center’s status as an accredited agency.
- Interact (as needed and/or as requested) with local, state, and/or advocacy organizations.
- Comply with state guidelines regarding child abuse and neglect, and cooperate with any investigations.
- Comply with government regulations regarding health, safety, etc.

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## **ABOUT CORNERSTONE CENTER FOR EARLY LEARNING** **([www.cornerstonecenterstl.org](http://www.cornerstonecenterstl.org))**

Founded in 1969, located in St. Louis’s historic Shaw Neighborhood, and the first accredited early learning center in St. Louis city...

- **Cornerstone Center for Early Learning** provides licensed, award-winning, and affordable childcare and pre-kindergarten education for families of all economic backgrounds.
- **Cornerstone Center for Early Learning** enables parents and guardians to enter/remain in the workforce or pursue additional education.
- **Cornerstone Center for Early Learning** enables all children and all families to experience diversity, and to embrace the understanding and acceptance that follows.

Cornerstone Center provides:

- Year-round quality care M-Fri, 6:30am-6:00pm. Tuition determined on a sliding scale
- A caring and committed administrative and teaching staff, many of whom have been with Cornerstone Center for over 15 years (and some for over 20 and even 30 years!)
- Breakfast, lunch, and snack for all children.....everyday
- Diapers, wipes, infant formula, and baby food at no extra cost to families
- Medical, dental, vision, hearing, and developmental screenings at no extra cost to families
- Speech, physical, and/or occupational therapy, if deemed necessary, at no extra cost to families
- Head Start services for qualified families
- TWO large, gated, outdoor playgrounds AND an indoor multi-purpose/gross motor room
- Donations of food, clothing, toys, books, and much more for children and their families
- **An unparalleled reputation for excellence** with endorsements, accreditations, and awards from many including the United Way of Greater St. Louis, the Better Business Bureau, Variety the Children’s Charity of St. Louis, and Y.W.C.A. Head Start.

Cornerstone Children and Families (2016):

- 224 children served; ages 6 weeks to kindergarten entry
- 49% from families with a household income of under \$20,000
- 67% from families with a household income of under \$30,000
- 37% paid no tuition per state income/tuition guidelines
- 17% paid \$1 - \$25/week per state income/tuition guidelines
- 55% in single-parent households
- 22% received developmental therapies
- 10% in foster care placement

Cornerstone Funding (2016; non audited):

- Government Contracts (State Assistance, Head Start, USDA): 46%
- Tuition/Enrollment Related: 27%
- United Way: 14%
- Fundraising/Special Events/Other: 13%

*“What you have on the corner of Russell and 39<sup>th</sup> is something incredibly precious and so incredibly needed in our world right now: a place to belong, a place to be safe, a place to grow and be challenged and be loved. Thank you for allowing us to be part of it.”*

*Heidi and Kyle Klosterman  
Cornerstone Center parents, 2009-2014*