



Job Description: Director

Bethesda Childcare Center's Director will be a confessing Christian who actively participates in organized worship and who possesses administrative and organization skills that would enable them to complete the necessary tasks to operate the childcare center. In addition, the Director will possess the ability to relate to children, to train and encourage teachers and parents of children, and shall have a desire to share the Gospel with the children and their families.

The Director will oversee and guide the day-to-day operations of the center, creating a unified approach to delivering a Christian education, fulfilling the center's mission and vision. The Director is responsible for managing the curriculum (ABEKA, Theme Based Instruction, and The Gospel Project) used in the center.

The Director, working in cooperation with the Assistant Director and the BCC Board of Directors, will provide the best possible atmosphere for the staff and children in our care. The Director completes administrative tasks involved in running a childcare center. Responsibilities include, but are not limited to:

- Direct the formation of the center by crafting a relevant, Christian vision
- Process enrollments
- Keep attendance and safety records
- Maintain security of childcare center to ensure safe working environment for staff, and safe learning environment for children
- Order supplies
- Ensure classrooms have enough materials, toys, books, furniture,
- Keep student's files current according to state standards, including medical and emergency contact information, and records of any behavioral incidents
- Manage menu for the center's lunches in accordance with state/federal school lunch guidelines
- Recruit, hire, train, supervise and discipline staff members (teachers, co-teachers, volunteers and culinary specialists)
- Help build positive relationships among staff members

- Create work schedule and ensure staff-to-student ratios are within guidelines
- Conduct **monthly** teacher observations and assess performance, based on BCC's performance evaluation guidelines; provide regular constructive feedback
- Foster professional growth by setting goals, providing constructive feedback, providing educational opportunities and promoting spiritual and physical wellness to all staff members
- Either develop and review teacher's lesson plans or choose curriculum to be implemented center-wide
- Oversee and Lead Chapel programs along with Assistant Director
- May provide in-house training, organize external trainings, conduct staff meetings and implement team building strategies
- Meet with parents to introduce the center and explain the center's policies, fees, regulations and curriculum
- Address parental concerns/questions discreetly and conveys any policy changes to parents
- Writes and edits Monthly Newsletters and Center Calendar to go out to parents
- Communicate to parent any behavioral concerns, injuries or other incidents that occur during the school day
- Oversee tuition payments and other accounting needs
- Responsible for ensuring the organization is in full compliance with all state licensing and safety regulations
- Plan, organize and provide proposals for building improvements and upgrades to the Board of Directors
- Update licensing paperwork and schedule needed inspections
- Keep organized records of staff members to facilitate drills as required by law
- Writes policies and plans; leads practices for dealing with various types of emergencies in the center
- Provide and receive professional constructive feedback during coaching sessions and as needed
- Evaluate staff semi-annually and annually, and provide annual employment agreements; develop coaching plan for staff as needed

Requirements

- Bachelor's Degree in Early Childhood Education; Master's Degree a plus
- At least 5 years of experience in early childhood education, or state requirement equivalent
- Experience supervising employees and volunteers, preferably in an educational setting; management experience preferred
- Good customer service skills
- Exceptional verbal, written and interpersonal skills and an ability to be a creative and flexible team player
- Outstanding planning, organizing and time-management skills

Benefits

- Health Insurance Coverage (up to \$200/month)
- Retirement Annuity Offered
- 100% Bethesda Christian Academy Tuition Discount (for up to 3 children)
- 100% BCC Tuition Discount
- Cell Phone Plan Coverage, (with Data plan Included)
- PTO Benefits

Start-up Package

- New Laptop (Laptop would be BCC property and after two years you can purchase for \$1.)
- Signing Bonus \$500 (taxable income)