

## **BETHLEHEM LUTHERAN CHILDCARE (JOB DESCRIPTION)**

### **ROLE: CENTER DIRECTOR**

Bethlehem Lutheran Childcare seeks a capable and dedicated Childcare Director to join our team in support of the mission and values of our church. The Director will be responsible for creating and maintaining a safe and enriching learning environment for children and mobilizing staff to support those learning goals. The Director serves as primary contact and face to the community for all current and potential families. This is an administrative position with required classroom and teacher support across our growing number of regional sites (20% travel locally).

The ideal candidate is an ambitious go-getter with a passion for learning and leading. They have experience working with children in the classroom setting and working on a team. Additionally, the ideal candidate must have faith in Jesus Christ and be willing to teach in accordance with the Christianity as outlined by the Lutheran Faith Tradition in classrooms.

#### **CORE DUTIES/RESPONSIBILITIES:**

- Ensure the successful implementation of quality curriculum among all educators at site including adherence to schedule, standards, and organizational directives.
- Enhance activities to align with mission and values and support changes to improve systems and processes affecting students and staff.
- Supervise all childcare staff, ensuring compliance with all licensing requirements and learning management systems.
- Conduct regular staff meetings and training sessions.
- Foster a positive work environment that values diversity, equity, and inclusion.
- Communicate effectively with parents regarding programming, family engagement events, academic progress and developmental milestones.
- Organize family engagement activities, such as parent workshops, family nights, and community outreach initiatives.
- Maintain a safe and healthy environment for children, adhering to all licensing, safety, and hygiene standards in accordance with DESE standards.
- Conduct regular safety drills and ensure staff are trained in emergency procedures.
- Complete and maintain all required documentation and reports for licensing and accreditation.

#### **REQUIRED SKILLS AND KNOWLEDGE**

- Bachelor's Degree in related field (Education/Early Childhood Preferred)
- Classroom teaching experience including behavioral management. (3+yrs)
- An active prayer life and faith walk; Classroom management with schools.
- Strong command of verbal/written/spoken English.
- 1+ years of experience in managing teams.

- Valid Driver's License or reliable consistent transportation.

Salary: Commensurate with experience, beginning at 38,000 annually

Benefits Medical, Dental, Vision HSA, Life Insurance, Retirement.

Schedule: 35-50hrs weekly (M-F)

License/Certification: Early Childhood License (Preferred)