

BETHLEHEM LUTHERAN CHURCH & SCHOOL

CENTER DIRECTOR

Bethlehem Lutheran School seeks a capable and dedicated Center Director to support the mission and values of our church and school. This leader is responsible for upholding institutional standards by guiding and mobilizing staff to advance student learning and development. As the primary point of contact for current and prospective families, the Director serves as a visible and trusted presence in the community. The Center Director ensures the smooth daily operation of the campus while maintaining a collaborative leadership style that draws on the strengths of staff, ministry partners, and community resources. This is an administrative role that also includes active classroom and teacher support across our growing regional sites, with approximately 20% local travel.

The ideal candidate is an ambitious, solutions-oriented leader with a passion for both learning and leadership. They bring experience working with children in classroom settings and thrive in team environments. This role supports staff in delivering a well-rounded, Christ-centered student experience aligned with the mission of Bethlehem Lutheran School. As a member of the educational team, the Center Director works closely with staff, ministry leaders, and the broader school community to promote student success, strengthen family partnerships, and support overall wellness.

Job Classification: FT (35-50hrs/wk) **Benefits:** Health, Vision, Dental, Retirement, PTO

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

BLC & BLS Mission Statements

Bethlehem Lutheran Church builds, grows, and nurtures intergenerational disciples to share the message of Christ Jesus with our neighborhood, our city, and our world.

Bethlehem Lutheran School's mission is to provide a safe, Christ-centered space where children can grow, learn, and thrive. We believe every child is a gift from God, and our dedicated team is here to nurture their faith and development.

Qualifications:

- Be active in life-long learning that promotes personal and professional growth
- Hold a degree in education or related field and possess related experience
- Valid Driver's License or reliable transportation
- Classroom teaching experience including behavioral management. (3+yrs)
- Strong command of verbal/written/spoken English.

- 1+ years of experience in managing teams.
- License/Certification: Early Childhood License (Preferred)

Required Expectations:

- Exemplify the Christian faith in both the classroom and personal life in support of the mission of Bethlehem Lutheran Church & School.
- Regular attendance at worship and community events.
- Ensure the safety and well-being of all children for all times in care.
- Lead staff teams in guiding students and in support of their professional development.
- Resolve differences as Jesus teaches in Matthew 18

CORE DUTIES/RESPONSIBILITIES:

- Supervise all direct reports and coordinate accross departments to ensure a smooth school day.
- 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.
- Train staff to support student learning and developmental goals.
- 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.

Schedule: *This full-time role requires in person, daytime availability with some evenings/weekends for community and school events. Time management will be reviewed regularly to support flexible scheduling. All schedule arrangements must be approved in advance.*

