



Job Title	Director of Weekday Early Education Center
Job Classification:	Exempt (salaried), full-time position
Position Reports to:	Executive Pastor

Principal Function:

To direct and manage the Weekday Early Education Center as a Christian preschool in accordance with the mission and statement of faith of Bonsack Baptist Church. This entails overseeing operations, including staffing, curriculum development, enrollment, parent relations and budgeting.

Responsibilities:

- Develop and implement strategic plans for the Education Center ensuring alignment with the overall mission and goals of the organization and the larger church.
- Oversee staff training and implementation. Conduct teacher training, observation and coaching to ensure that developmentally appropriate practice is known and being followed and that children are on the right path for kindergarten readiness.
- Ensure that lesson plans are being carefully prepared and followed in the classroom, are supportive of the curriculum and are inclusive of our Biblical focus.
- Ensure compliance with Best Practice Standards for Religiously Exempt Status. Develop relationships with all inspectors and regulatory personnel and oversee compliance with all Federal Regulations.
- Work with church staff on all Center events as they relate to the larger church.
- Oversee effective scheduling of staff for compliance, budget, and efficient school operations.
- Engage with parents and proactively work to resolve their concerns in a professional and respectful manner.
- Ensure that student evaluations are completed and reviewed with parents throughout the year to dialogue on child's developmental, social, and emotional progress as well as any behavior concerns.
- Build Center enrollment by providing tours, marketing the Center proactively to the community, and keeping visibility high.
- Oversee Safety Compliance (i.e., equipment is in good working order, hazards are flagged and facility sanitation and cleaning are taking place on a regular basis).
- Work closely with the Center's teachers and staff, holding circle of prayer each morning to start the day and holding regular staff meetings and other employee relations events.
- Work with the Weekday Early Education Committee throughout the year to establish salaries, hourly rates, and tuition rates for Half Day, Full Day, Afterschool and Summer Camps. This Committee will also review and policies and procedures as they relate to the program.

Qualifications:

- Master's degree in administration preferred, Bachelor of Science degree required (Early Childhood Education, Human Resources or related field)
- Must have teaching experience – preferably with preschool and elementary age children
- Experience as a Director or Assistant Director of Preschool is highly preferred
- Knowledge of state licensing rules and regulations/best practices
- Must be a Christian and in agreement with Bonsack Baptist's Core Values and Statement of Beliefs
- High energy, excellent motivational leader, and strong organizational skills
- Excellent written and verbal communication skills
- Must meet all state requirements for the position
- Certified in CPR, First Aid, Medication Administration Training (MAT) or willingness to obtain