

Preschool Director (Learning Center for Young Children)

Warner Memorial Presbyterian Church
10123 Connecticut Avenue
Kensington, MD 20895
301-949-2900

Email a cover letter and resume to: office@warnermemorial.org

Job Description

Reports to: Pastor

Directly Supervises: Teachers and Aides

Status: Full time (school staffing hours 8:45 a.m. to 2:45 p.m.)

FLSA: Exempt

Job Summary

The Director of LCYC will provide dynamic and creative leadership, hiring and overseeing staff and programming for the preschool program. The ideal candidate will have extensive experience in a preschool environment and will bring energy, ingenuity, and resourcefulness to lead this program.

Essential Functions:

- Provide a safe, healthy, and welcoming preschool setting and oversee programs and activities to engage and educate young children and meet the needs of families in the community
- Hire, support, and supervise a qualified team of childcare educators to continue our superior reputation in early-childhood education
- Develop and carry out focused marketing and promote the growth of enrollment
- Develop and implement a well-designed and stimulating curriculum
- Provide fiscal management through budget development and monitoring
- Maintain open lines of communication with staff, parents, and children
- Encourage supportive relationships among parents in the program
- Ensure full compliance with church polices as well as federal, state, and local regulations and requirements to maintain licensure

Other Responsibilities:

- Confer with church staff on building use issues
- Conduct the program in a manner consistent with the goals and mission of Warner Memorial Presbyterian Church

Qualifications:

- Bachelor's degree, preferably in early childhood education or a related field, is required
- Demonstrated leadership
- Teaching experience with young children

- Knowledge of preschool curriculum
- Business experience
- Capable of fiscal and technological components of job
- Familiarity with federal, state, and local requirements that apply to operation of a preschool educational facility
- Experience as director or assistant director of preschool program highly desired

Physical Requirements:

- Able to speak in a public forum
- Able to navigate the indoor/outdoor spaces in which the program functions

Core Competencies:

- Interpersonal Skills
- Communication Skills
- Human Resources Management Skills
- Leadership Development
- Organizational Skills
- Business acumen

Salary: Negotiable, depending on experience and education, starting at \$40,000

Position Available November 26, 2018