

DIRECTOR, CHILDREN'S CENTER

St. John Children's Center in Sandy Springs, GA has an immediate opening for a **Director**. The Center is a non-profit, full day, year-round, educational mission of St. John United Methodist Church. It serves children from age six weeks through Pre-K. Our vision is to be a thriving place, widely recognized for providing excellence in meeting early childhood education needs in our local community, with an empowered faculty and an environment of Christian love. The Center is quality rated by Bright from the Start, the Georgia Department of Early Care and Learning.

JOB SUMMARY

The Director is responsible for leading the day-to-day operational vision and goals of the Center, as set forth in collaboration with the Board of Governors. These responsibilities include direct oversight and management of all programmatic and fiscal operations of the Center, as well as ensuring compliance with Bright from the Start regulations at all times. The Director embodies the Center's vision of excellence and caring by exhibiting enthusiasm, energy and Christian love toward the children, staff, parents and congregation of the church.

MAJOR RESPONSIBILITIES

In addition to those listed above, responsibilities include supervision of operations, health, safety, physical plant, and educational aspects of the school; marketing and enrollment; relationship cultivation/ management with parents/guardians, the congregation and community at large; management of school staff (motivating, hiring, training, discipline, etc.); financial management; records management; and other business related tasks as necessary. The director is expected to maintain current knowledge of regulations regarding early learning facilities, and stay current with research and new development in the field of early learning to continually develop the Center's staff.

KNOWLEDGE, SKILLS AND ABILITIES

- 5-7 years experience in managing a Childcare Facility with the ability to lead, develop, and inspire a team
- Subject matter expertise in selection and implementation of curriculum
- Excellent organizational, communication and teamwork skills
- Excellent verbal and written communication skills
- Employee development and performance management skills
- Computer proficiency, including Procure, MS Office, & aptitude to learn other programs as necessary. Knowledge and skill in social media a plus.
- Enthusiasm, a cheerful disposition, and the ability to work effectively with children, their parents/guardians, the Board of Governors, and church leadership
- Ability to maintain strict confidentiality in matters related to children, their families, and human resources

- Knowledge of Bright from the Start state certification requirements

EDUCATION/ CERTIFICATION REQUIREMENTS

- Bachelor's degree with emphasis in management or early childhood education, or equivalent work experience
- Current certification in CPR and First Aid

POSITION HOURS

We expect the director to work a minimum forty-hour week and be flexible regarding the schedule, so that the director works different shifts over a two-week period to meet parents and manage operations at different ends of the day. The director is required to attend monthly evening board meetings, and other occasional evening meetings such as parent events; and is expected to participate in church-wide functions to build community. Examples include: monthly church-wide dinners, occasional worship services that focus on children/ educators, and joint church and Children's Center events. Because the director will be a key leader in the church-wide community and expected to work closely with church leadership, candidates will go through a process with multiple interviews.

Salary commensurate with experience. Will not cover relocation expenses.
Please submit resumes to church_secretary_atlga@yahoo.com.