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## Early Childhood - Center Director

Reference ID : 23542

Location : Nashville, TN

Category : Education/Training

Job Type : Full Time

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### Description

#### Summary

*Calvary Young Children's School is an outreach ministry of Calvary United Methodist Church-providing quality education in a safe, nurturing environment. The Center's Director will:*

- Oversee, supervise, and implement the entire CYCS program.
- Provide leadership, support, and encouragement for staff and convey to them the philosophy, mission, vision, values, and policies of the school.
- Maintain an active professional membership in the National Association for the Education of Young Children, Tennessee Association for Children's Early Education, and in the Nashville Area Association for the Education of Young Children.
- Personally participate and create opportunities for staff growth through continuing education opportunities such as workshops, seminars, conferences, and refresher courses to fulfill State of Tennessee licensing requirements and further the growth of the CYCS program.

#### Duties

*Develop and implement a developmentally appropriate preschool program for young children including:*

- Create and enforce the policies and procedures of the CYCS
- Meet and maintain all TN Department of Human Services Licensing Requirements for childcare centers as well as all Star Quality Rating requirements.
- Maintain current certification in First Aid, CPR and AED.
- Supervise compliance with State of Tennessee licensing requirements.
- Maintain records on each child enrolled according to policies and procedures.

- Oversee the physical condition of the facility and equipment and recommend repair or replacement as necessary and advise
- Order equipment and supplies.
- Manage the registration process according to established procedures.
- Delegate administrative responsibilities to the Administrative Team made up of the Assistant Director, Program Coordinator and Administrative Assistant. Supervise the completion of delegated tasks.
- Hire new staff with the assistance of the Assistant Director.
- Function as a liaison between CYCS, all church internal groups (including church staff meetings), and the congregation while attending meetings as needed.

*Supervision and interactions with staff members:*

- Hold regular, monthly meetings with staff members around program planning, evaluation, and development
- Maintain a list of approved substitutes
- Maintain files on all staff members and evaluate annually
- Monitor compliance with health and safety policies including certification in First Aid, CPR, and AED training of all staff
- Mentor and model professionalism for staff

*CYCS Board:*

- Meet monthly with the Board and provide appropriate updates
- Coordinate with the Board's Finance Committee to prepare and monitor the annual budget
- Prepare the budget and monitor the receipt and disbursement of funds
- Keep financial records in accordance with church policies and procedures
- Keep the Board informed of all the events and issues involving CYCS and report at each meeting on the status and operation of the program, including any significant injuries
- Consistently evaluate the CYCS program and suggest changes in line with the latest research and best practices for early childhood education
- Assist the Board in developing and revisiting policy and implement decisions made by the Board

*Parents:*

- Build and maintain healthy relationships with parents and caregivers
- Work with the CYCS Parent Auxiliary Chair and members to fundraise for the school and support staff through room parent activities

*Church:*

- Function as a liaison between YCS and all church internal groups

- Serve as a member of the Calvary United Methodist Church Staff and attend weekly staff meetings
- Represent the school at quarterly Church Council meetings, giving a report with current updates

## **Requirements**

*The director must meet the following requirements:*

- Have a Bachelor's Degree in Child Development and/or Early Childhood Education from an accredited college or university. A Graduate degree in Child Development and/or Early Childhood Education from an accredited college or university is preferred.
- Have experience in an early childhood education program, preferably in a church related program.
- Have experience as a pre-school teacher.
- Have training and/or experience relevant to Early Childhood program administration, such as human resource and financial management.
- Be a committed Christian who participates in the life and program of their church and who is familiar with the beliefs, practices, and programs of the United Methodist Church.
- Have experience with incorporating Christian values such as love for one another, honesty, sharing, appreciation, and care for God's world, and respect for others, that can be integrated into a program for young children.
- Be able to work with other adults (teachers, pre-school staff, parents, and church staff) effectively in a supervisory manner, while being able to communicate effectively the mission and vision of the Calvary Young Children's School.
- Be willing to comply with requirements, as mandated by the State of Tennessee, listed on the Department of Human Services Child Care Regulations.
- Have computer skills in the Microsoft suite and email management systems.
- Possess skills in organization and effective communication through spoken and written word.
- Have experience in building a positive and inspiring school culture.
- Have experience in organizational policy creation and implementation.
- Have experience in curriculum creation, coaching, and assessment.
- Have experience with implementing social emotional learning curriculum

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The director must have proficient knowledge in the following areas:*

- Child development and early education theories and practices
- Safe and appropriate activities for children

- All state policies and procedures as outlined by the Department of Human Services

***The director must additionally demonstrate the following skills:***

- Ability to lead a team
- Ability to solve problems and effectively communicate
- Mastery of time management
- Mentoring and modeling professionalism
- Good attitude and good judgment

***The director must also demonstrate the following personal attributes:***

- Be respectful
- Must maintain strict confidentiality
- Possess cultural awareness, humility, and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Be compassionate and understanding
- Be able to build self-esteem while ensuring a safe and secure environment

**Nice To Haves**

**Benefits**

**Salary :** \$55,000 to \$70,000/Yr

**Minimum Education :** Bachelor's

**Job Type :** Full Time

**Category :** Education/Training

**Minimum Experience :** 5 Yrs

**Location :** Nashville, TN