Executive Director of Child Development Center

**Where you’ll work:**

[Park Road Baptist](https://www.parkroadbaptist.org/) church is located at 3900 Park Road Charlotte, NC in the desirable South Charlotte area. [Our Child Development Center](http://www.parkroadbaptistcdc.org/) provides a full-day educational program to more than 150 children from 3 months to 5 years old. We also offer after-school care and a full-day summer camp for 24 children from kindergarten to 5th grade.

**How you’ll contribute:**

Aside from bettering the young lives that bless our fun hallways, the Executive Director is a **full-time** position that oversees the PRBCDC staff, children and families while following all the rules and regulations set forth by the NCDHHS – Division of Child Development and Early Education, Mecklenburg County Department of Environmental Health, and PRBCDC. You will partner with the pastors, other staff and CDC committee to oversee the ministry of our child development center.

**In this role, you’ll get to:**

* As Director, you would be responsible for the daily operations of our school and staff, as well as providing quality childcare for the families in your care
* Leading and supporting your staff, fostering a team-based culture
* Seeking, organizing, or planning professional development opportunities for CDC staff to meet all licensing regulations and professional development needs of the staff
* Assuring that the center maintains all NC licensing, building, fire and sanitation standards with regard to the physical safety and well-being of the children
  + Demonstrates leadership and management necessary to ensure that the CDC meets or exceeds local and state licensure and regulatory requirements.
* Manages the recruitment, assignment and scheduling of CDC staff to maximize learning outcomes for children and budget efficiency
* Enrolling children, collecting fees, and orienting new children and families to the program.
* Provides effective coaching, mentoring, and performance management for CDC staff
* Communicating with church and PRBCDC Committee to hit targets and expectations relating to enrollment, labor, budgeting, and program
* Creating a quality program full of rich curriculum experiences, advising, and supervising the staff in carrying out the educational program
  + Manages our Meck Pre-K classroom which includes enrollment, teacher documentation, completing an annual site monitoring tool and attending required monthly meetings
* Planning events centered around family engagement
  + Communicates with parents as necessary in a professional and timely manner
* Developing, maintaining, and updating all operational and personnel policies related to the center as needed
* Supervising and approving menus planned by our Food Service Manager so that they meet PRBCDC and NC licensing standards
* Attend regular meetings with pastors, staff, CDC Committee
  + Provide accurate and timely communication between the church and center.
  + Supports the mission, vision, and values of the CDC
* Works to ensure that CDC programs and services are marketed to the community to maintain full occupancy
* Monitors current trends, research, and developments in the areas of child development and implements best practices
* Maintains a high level of sensitivity, understanding, and respect for a diverse environment, inclusive of students and staff of varying social, economic, cultural, ideological, and ethnic backgrounds
  + Fosters quality, innovation, and improvement
* Performs other duties as assigned that achieve the mission and initiatives of the center

**We’re looking for people who have:**

* BA in Early Childhood Education, or related field.
* Level III Administration Credentials.
* Minimum 5 years in childcare with supervisory experience preferred.
* Leadership and/or managerial experience.

**What you’ll receive:**

* **Compensation –**Base salary ranging from $65,000 - $70,000 with incentive bonus’ around holidays and other various special dates (Birthdays, Anniversaries, etc.)
* **Flexible Work Environment & Family Support –** Care for loved ones and onsite back-up dependent care options available
* **Paid Time Off –** Recharge with paid time off and paid company holidays
* **Financial Health –**Work toward achieving your financial goals through our401(k) savings plan
* **Health and Wellness –**Enjoy medical, vision, dental and life benefits

**Why join us?**

We provide a safe space for staff and students to collaborate and create space for people to bring their passion to our center and make an impact. Our inclusive work environment fosters a culture that celebrates diverse backgrounds and experiences. Overall, we have fun impacting the next generations to come and see so much value and joy in their happiness.

**Interested applicants should email a cover letter and resume to Tara Brittain at** [**tarabrittain@carolina.rr.com**](mailto:tarabrittain@carolina.rr.com)