

Contact Name :

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Region position is located: :

Virginia

Job Category :

Administration

Position Title :

DIRECTOR, CHILD DEVELOPMENT CENTER

Position Description :

Meet Leesburg Open Arms - Leesburg Open Arms Christian Child Development Center equips children to be lifelong passionate learners and followers of Christ, who eagerly build upon their own unique talents and radiate God's love out into the world. Recognized repeatedly as the leading preschool provider for families in Loudoun County, VA, Leesburg Open Arms is a welcoming and thriving learning environment for households with children between the ages of 6 weeks to 12 years. Together with Christ Community Lutheran Church, we help each other learn and grow, as modeled in Ephesians 4:16: "He makes the whole body fit together perfectly. As each part does its own special work, it helps the other parts grow, so that the whole body is healthy and growing and full of love".

Core Values: Christ Centered, Whole Child Focused, Family Oriented, Safety Minded, Excellence Aimed

Overview: Leesburg Open Arms Christian Child Development Center is seeking an experienced Director to mentor, motivate and inspire a highly skilled business team and remarkable community of teachers, and lead our center into the future with a Biblical worldview. The Director has overall responsibility for the academic, social, and financial success of Leesburg Open Arms. With an excellence-aimed and servant-leadership mindset, The Director exemplifies the mission and vision of the school to staff, households and the community.

Scope and Impact: Sharing the love of Christ with children, households, and staff of the church and school, as well as the greater Leesburg community Setting and maintaining roots in the

community Carrying Leesburg Open Arms into the future through vision and mission minded leadership, with a focus on excellence

Responsibilities and Duties:

- Overseeing day-to-day operations of the Center
- Providing strong Christ-centered leadership in early childhood education
- Working closely with the Pastor (s) to ensure all goals and strategies parallel a shared mission, vision and core values
- Developing and mentoring a strong business team and faculty with the core purpose of bringing families to Christ
- Establishing and maintaining collaborative relationships with teachers
- Establishing and maintaining positive relationships with parents
- Leading strategic growth planning to achieve full enrollment capacity of students
- Establishing mutually rewarding relationships with community groups as appropriate, including public speaking and advocacy of programs to support importance of early childhood education
- Developing and implementing short-term and long-range plans for the Center
- Maintaining a calm, can-do attitude in a fast-paced work environment
- Balancing important versus urgent tasks, and delegating to appropriate team members
- Oversight and management of the Center's budget, purchasing, and financial statements Working with the CCLC-Board of Directors to develop an annual budget
- Informing the CCLC-Board of Directors on enrollment, programs and activities

Qualifications: The ideal candidate will have the following qualifications, experience, and qualities:

- A bachelor's degree is required; special consideration will be given to candidates with a graduate degree in early childhood education, business administration or a related field
- 10 years or more experience in education, with a minimum of 5 years management and administrative experience in a preschool setting, child development center or related field 5 years or more experience managing a large staff, including past responsibility for hiring, reviewing, and developing current staff
- Exceptional listening and communication skills – demonstrated ability to effectively and appropriately communicate both orally and in writing with children, parents, and staff
- Ability to demonstrate a high level of integrity with open communication between staff, teachers and families
- Experience in administration, including general management, organizational leadership, and financial management
- Demonstrated ability to manage processes, including attention to timelines, tasks to be completed, and efficient problem solving
- Strong focus on teamwork
- Ability to make solid and sound judgments while respecting the collaborative leadership team environment

- Ability to focus on the large picture (Center's mission and vision) with the ingenuity to foster growth of the Center and its staff
- Basic understanding of technological trends within a childhood learning environment (security, internet connections, educational software, website, social media, backup, communications, document & calendar sharing, online resources for staff etc.)
- Demonstrated ability to handle crisis and emergency situations effectively and appropriately
- Technology and Applications ProCare or related center communication platform
- Security systems software
- Google Business Suite (docs, sheets, drive, etc.)
- Microsoft Office Suite, MailChimp, or similar newsletter application
- Social Media awareness (Facebook & Instagram)
- Benefits Competitive Compensation Medical Vision Dental Retirement Childcare Subsidy Planet Fitness Benefit - No enrollment or annual fees, or penalty for quitting
- Continuous Professional Development
- Application Requirements - Submit cover letter and resume showing experience and skills aligning with the requirements of this position. Background check required. Applications can be submitted to apply@christcommunityleesburg.org.
- Job Type: Full Time, plus occasional weeknight and weekend events
- Compensation DOE
- Ability to relocate/reliably commute to Leesburg, VA 20175 - Reliably commute or plan to relocate before beginning work (Required)