

Job Title:	Executive Director	Job Category:	Administrative
Location:	324 West 8 th Street Little Rock, AR 72201	Travel Required:	none
Level/Salary Range:	\$65,000	Position Type:	Full-time
HR Contact:		Date Posted:	8/9/2021
Applications Accepted By:			
EMAIL: cdcboardmembers@gmail.com		MAIL: CDC BOARD CHAIR 723 Center Street Little Rock, AR 72201	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The mission of the Gertrude Remmel Butler Methodist Child Development Center, Inc. (CDC) is to provide a comprehensive early childhood education in a loving Christian environment. The board seeks an executive director that will handle the business of the school efficiently and effectively without losing sight of the mission of the organization. The CDC is affiliated with First United Methodist Church in Downtown Little Rock (FUMCLR).</p> <ul style="list-style-type: none"> • Implement and maintain the Preschool’s mission, philosophy, goals, and objectives • Facilitate a positive culture within the preschool of inclusivity, teamwork, collaboration, and mutual respect • Administer, plan, manage and control the daily activities of the center • Lead and manage a team of administrators and teachers of more than fifty (Interview, hire, train, supervise, evaluate and terminate staff, annual evaluations of staff and classrooms) • Lead weekly administrative team meetings, one-on-one meetings with individual administrators, and weekly teacher meetings • Ensure the health and safety of the children enrolled at the center • Maintain an open and warm relationship with each staff member, parent, and child at the preschool • Be available for conferencing with all staff and parents • Maintain and go above the minimum state licensing requirements and continuously seeking ways to improve the preschool • Maintain records of children and personnel files in compliance with DHS and Arkansas and Federal Laws • Maintain classroom enrollment and classroom list • Supervise schedules for administrative staff and teachers • Provide prudent supervision of all staff and volunteers • Knowledge and strong interest in providing developmentally appropriate curriculum to infants, preschool age, and school age children • Design and implement the Preschool Curriculum including the incorporation of Christian principles where appropriate. Utilize staff input to create empowerment and a team approach to curriculum planning • Represent the preschool to parents, visitors, prospective students (go above and beyond in communication with parents and potential parents, provide tours of the facility to prospective families) • Meet regularly with the FUMCLR Children’s Minister and others involved in educational programing for young children to maintain a healthy relationship with the church 			



Company Name

- Must have a strong Christian faith and desire to build and maintain healthy relationships between the church and preschool
- Attend monthly board and committee meetings and generate necessary reports for the board of directors (finance, enrollment numbers, staffing, events, etc.)
- Participate in budget development and monitoring of expenses
- Oversee events, conferences, on-going trainings, parent/teacher conferences
- Plan and facilitate activities such as field trips, family events, meet the teachers, etc.
- Communicate with the proper state offices (ADH, DHS, ADE, etc.)
- Seek outside funding through grants, fundraisers, or donors
- Update Website and social media frequently
- Interact frequently with children and staff in the classrooms
- Support professional growth and development of all staff by on going leadership trainings and sharing materials, information, positive feedback, and encouragement
- Promote the preschool’s mission, philosophy, and educational objectives

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor’s degree in Child Development, Early Childhood Education, Education Administration, Business with experience in an education setting preferred. Previous experience in childcare or school administration preferred. First Aid and CPR Certification is required. All applicants must meet the educational and training requirements for a director set forth in the Minimum Licensing Requirements for Child Care Centers to be considered.

PREFERRED SKILLS

Customer Service, Communication, Personnel management, Mediation or Conflict Management, Organized, Innovative, Efficient, Collaborative, Strong leadership abilities, Proficient computer knowledge (Microsoft Office, Word, Excel, Outlook, Power point, PDF, and social media)

ADDITIONAL NOTES

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time