

Westminster Early Childhood Education Programs (WECEP)

Job Description

Position Title: Executive Director

Program: All WECEP Programs

Reports Directly to: Board of Directors

Classification: Exempt

Summary:

The Executive Director is responsible for establishing and executing major goals and objectives for the Westminster Early Childhood Education Programs (WECEP). The Executive Director shapes and advances WECEP's mission and vision while building and fostering relationships with all stakeholders—the Board of Directors (the Board), parents, staff, students, and the community.

Reporting to the Board, the Executive Director provides leadership, development and implementation of policies; administers and supervises the programs and its employees; supports teacher leadership and growth; models shared decision making; facilitates educational program improvement; fosters a culture of positive, engaged learners; and, serves as a strong role model and advocate for the school's philosophy.

The Executive Director will analyze and evaluate the effectiveness of all WECEP organizational operations and programs and develop and maintain an efficient organizational structure.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include, but are not limited to the following:

- Act as the “face” of and overall spokesperson for WECEP throughout all of its programs, including but not limited to Child Development Center, the Nursery School & Kindergarten, and Children's Day In.
- Attend monthly Board meetings, and any others as directed by the Board and engage in strategic planning efforts with the Board
- Act as liaison not only between the Board and the staff but also as between WECEP and multiple constituencies, including but not limited to: the staff of the Westminster Presbyterian Church; parents; students; the public; and, regulatory and accreditation agencies.
- Oversee the efficient and effective day-to-day operation of all WECEP programs
- Ensure compliance with all appropriate regulatory and accreditation agencies
- Prepare and be responsible for all required reports (e.g. NAEYC, DOE, DOH)
- In addition to what is identified below, perform any other duty assigned by the Board.

Mission and Vision

- Lead the school to advance its mission, vision, and philosophy, as directed by the Board
- Manage and foster student recruitment

- Collaborate with outside community agencies for the purpose of seeking resources and activities that will increase participation in the school by current and prospective students and their families.

Curriculum and Instruction

- Collaborate with the Curriculum Specialist in the development, implementation and evaluation of program curriculum, delivery of instruction, student assessment tools and methods.
- Ensure that the curricula, programs and services offered by the school contribute to the organization's mission and reflect the priorities of the Board

Human Resources

- Implement, communicate, and provide guidance to all employees regarding WECEP HR policies
- Recruit, interview and select staff who meet the qualifications established by the Board
- Establish a positive, healthy and safe work environment in accordance with applicable law
- Maintain a performance management process for all staff which includes conducting annual performance reviews and ongoing opportunities for professional development
- Discipline and, when necessary, terminate staff in accordance with WECEP policy and applicable law
- Effectively lead and supervise Program Coordinators to ensure a competent and effective leadership staff

Operations

- Oversee student recordkeeping in accordance with applicable state and federal law
- Design and implement school-wide operations (school schedules, safety plans, etc.)
- Develop and/or provide meaningful input to the Board regarding policies, practices, and procedures
- Effectively manage, foster, and provide guidance to the staff relating to all forms of communication between WECEP and families (written, telephonic, electronic, in person)
- Support consistent enforcement of conduct and discipline policies
- Annually review operational policies, practices, and procedures and recommend appropriate changes to the Board
- Ensure that personnel, student, and volunteer files are securely stored and privacy/confidentiality is maintained
- Ensure that the center's physical facilities comply with applicable law to provide a safe and appropriate environment for children

Finance

- Collaborate with church administration and the Board to prepare an annual, comprehensive budget and communicate periodic reports on revenues and

expenditures to leadership staff to ensure that costs and expenses are kept within the budget

- Participate in fundraising activities
- Ensure that sound bookkeeping and accounting procedures are followed
- Exercise authority delegated by the Board to administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization

MINIMUM QUALIFICATIONS

- A Bachelor's Degree in early childhood education, child development, or a related field (A graduate degree in a related field is preferred)
- Possession of current, applicable clearances enabling work with children, including those required under the Child Protective Services Law.
- At least five (5) years of prior strategic management leadership experience in early childhood education or a related field
- Prior supervisory experience of larger staff (e.g. 10 or more people) with a demonstrated track record of success
- Competence in all areas of early childhood education including but not limited to health and safety policies, procedures of DOE/DHS/NAEYC, and Keystone Stars
- Demonstration of success in partnering and working with a Board of Directors
- Demonstrates strong decision making, problem solving, prioritization, and conflict resolution skills; able to make difficult decisions without being divisive
- Demonstrates strong financial intelligence and long term vision for fiscal stewardship; allocates resources according to WECEP and Board goals
- Demonstrates exceptional written and verbal communication skills
- Excellent ability to communicate with children, parents, and other constituencies
- Ability to effectively plan, organize and implement educational activities.
- Ability to identify, manage, protect and preserve confidential information.

PHYSICAL REQUIREMENTS

- The physical and mental demands inherent to the position are representative of those that must be met by an employee working in an early childhood education program which involves a mix of both an office setting and an education environment for children from infant to kindergarten age
- Often required to stand and sit for extended periods of time; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl
- Ability to lift and carry up to 25 pounds and, in case of emergency, a 50 pound child
- Ability to work efficiently and expeditiously under stress and within designated timeframes