

Job Description

Executive Director

Bethlehem Lutheran Preschool

Position Status: Full Time

Hours: Full time with flexible hours

Location: Jacksonville Beach, Florida

Salary: \$40,000 - \$55,000

Benefits:

- Merit bonus
- Paid time off
- Retirement plan
- Life insurance
- Additional compensation for health insurance potentially available
- Professional development assistance
- Employee discount
- Weekly disability plan

Bethlehem Lutheran Preschool is looking for an enthusiastic and qualified professional to fill the executive director position at our established and respected faith-based preschool. We believe children deserve a nurturing, safe and happy environment which promotes their natural curiosity, play and desire to learn. By teaching and modeling faith-based ideals, we want children to develop spiritually as well as physically, socially, emotionally, and intellectually.

Job Description

Business and Administrative Leadership:

- Prepare and present financial, staffing, enrollment, and competitive tuition rate reports to the Preschool Board of Directors.
- Post tuition payments, bank deposits, and oversee vendor payments.
- Oversee employee payroll, audits for workers compensation, VPK programs and School Readiness programs.
- Creating and working with a budget.
- Maintain proper children and teacher documentation.
- Supervise the daily programs, schedules, staff, and always maintain proper adult-child, staff credential and room size ratios.
- Ensure educational standards are being met in each classroom.
- Oversee staff professional development.

- Be available for Department of Child and Family Services inspections and attend their town hall meetings.
- Work with the Early Learning Coalition of Duval to contract and report information for VPK, School Readiness, Guiding Stars and attend their town hall meetings.

Spiritual Leadership:

- Promote an environment in which God's love in Christ is shared with students, teachers, staff, parents, and all who participate in the school community.
- Lead by example and uphold the Christian values of Bethlehem Lutheran Church as outlined in our statement of faith.
- Relate positively with the church's pastors and be an advocate for a healthy, joyful relationship between the school and church.

Job Requirements

Interpersonal Requirements:

- Excellent organizational skills: this position requires a significant amount of both digital and physical paperwork and tracking.
- Patience, compassion and respect: patience, love and respect towards children, parents, teachers, church members, and visitors to our campus is crucial to this position.
- Excellent communication and multi-tasking skills.
- Reasonable Accessibility to parents, teachers, and pastors balancing different timelines.

Other Requirements:

- Capable of engaging in the physical activities' incidental to the job (regularly able to stand, climb, balance, stoop, kneel, crouch, etc.)
- Able to move quickly to respond to children's needs and to ensure safety.
- Able to lift and move children and equipment, (35 lbs.) as necessary to facilitate the execution of classroom activity and care for children.

Candidates must pass a background screening and have verifiable job references.

Preferred but not Necessary Experience:

- 2 years' experience in a Director role, especially as a Florida Preschool Director.
- VPK Director Certifications. Not necessary to begin with but necessary to attain. Guidance will be provided if needed.
- Advance working knowledge of ProCare, Word, Excel, and QuickBooks.

Additional Notes: Bethlehem Lutheran Church and Preschool is a part of Lutheran Church-Missouri Synod, and will consider "issuing a formal call" to employees after an initial introduction period, should they become a rostered church worker of the LCMS.

Please send resumes to: hiringforblcp@gmail.com