



Full Job Description

PVCP Early Education Center Director

This is an exciting leadership opportunity for a self-motivated, energetic candidate who is passionate about early childhood education. Our mission is to be a spiritually nurturing environment for young children trusted by parents. We accomplish this by focusing on the needs of our students through age-appropriate educational activities in a fun, loving, and safe setting.

Job Responsibilities:

- Oversee the day-to-day center operations in line with our early childhood philosophy and mission
- Ensure state licensing regulations are maintained
- Serve as a mentor/coach to early childhood team
- Focus on new enrollments, tours, marketing, and successfully grow enrollment
- Create positive partnerships with families by serving as a resource and responding to questions and concerns
- Manage employee scheduling, time cards and center expenses in line with budget
- Articulate in explaining importance of early childhood education (ECE) in child's development
- Builds relationships with prospective and currently enrolled families
- Develops teaching staff by conducting ongoing observations, coaching, and embedded professional development opportunities
- Ensures orientation and training is received by all new and experienced teachers and/or others and equips employees with job-critical knowledge and education

QUALIFICATIONS:

- Must be 21 years of age or older
- Bachelor's degree in early childhood education or related field preferred
- Managerial and leadership experience preferably in a licensed childcare facility
- Demonstrated understanding of the needs of families and children
- Demonstrated strong skills in customer service
- Demonstrated skills in conflict resolution and collaboration
- Budget and financial accountability and revenue-generation experience preferred
- Analytical and problem-solving skills
- Strong management skills
- Excellent communications skills (oral and written)
- Candidate must also pass all background checks and meet state requirements