

Position Announcement

The Church of the Good Shepherd in Rocky Mount, N.C., seeks a full-time Director for its five-star rated child care center, the Good Shepherd Day School. The Day School, which has been offering a program of emotional, intellectual, spiritual, physical, and social development since 1955, serves approximately 50 children aged six weeks through five years from 7:00 a.m. to 5:30 p.m. on weekdays year-round. **To apply, submit a cover letter, resume, and five references to Matt Johnson at mjohnson@goodshepherdmt.org.**

Position Summary

- manages all aspects of the Day School's program
- reports to and serves at the pleasure of the Rector

Required Education, Certification, and Experience

- at least Associate's degree, prefer Bachelor's degree or higher
- North Carolina Early Childhood Administration Level 3 credential
- 2+ years' experience in early childhood teaching
- 2+ years' experience in early childhood administration

Responsibilities

- Program: support developmentally appropriate practices, and guide execution of the Creative Curriculum
- Staff: recruit, hire, supervise, evaluate, and schedule staff; and foster a cooperative and positive work environment
- Enrollment: conduct tours for prospective families, enroll new students, and create and apply local marketing plans
- Communication: correspond and interact regularly with relevant government agencies (e.g. NCDHHS Division of Child Development and Early Education), community partners (e.g. Down East Partnership for Children), church leadership, staff, and parents/guardians
- Financial: manage the budget in conjunction with the rector, bookkeeper, and treasurer; support the fundraising committee
- Recordkeeping: maintain organized records and complete reports required for licensing (e.g. star rating) and funding (e.g. USDA-FNS Child & Adult Care Food Program)
- Compliance: ensure that licensing standards are met and a safe environment is maintained; and administer, examine, and revise (as needed) internal policies and procedures
- Miscellaneous: other duties as needed and/or assigned by the Rector

Compensation

- \$35,000 - \$45,000 annual salary
- 3 weeks paid vacation
- 1 week paid continuing education
- \$100 a month cell phone reimbursement
- \$1,000 a year for continuing education