

Early Learning Center Director

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Company: New Hope for Families

Location: Bloomington

Category: other-general

New Hope for Families is looking for an experienced, passionate early childhood education (ECE) professional to lead our Early Learning Center. The New Hope Early Learning Center enrolls up to 48 children, ages from birth to five years, across our four classrooms. We provide child-centered care, focus on developmentally appropriate practices (DAP), and use a continuity-of-care model that creates secure, thriving relationships between our teachers and children.

New Hope for Families provides temporary emergency shelter that keeps families together. We reserve at least half of our enrollment spots in each classroom for families who need it most -- families who have experienced homelessness or are at serious risk of homelessness. We provide top-quality child care thanks to our outstanding teaching and support staff, and we are looking for someone with the right skills and experience to lead our superlative team.

The Early Learning Center Director manages a team of lead teachers (2-3 per classroom), assistant teachers (1-2 per classroom), a school chef, an assistant director, and evening cleaning staff. The Early Learning Center Director reports to the Operations Director and Executive Director and receives administrative support from other staff specialists.

The best candidate believes that all children deserve access to excellent early childhood care and education in a play-based, child-centered environment. In addition, they have the

experience, formal training, self-discipline, and high sense of responsibility needed to lead a team toward that end. The best candidate is conversant with developmental best practices, state regulations, relationship building, and the day-to-day needs of teachers. Furthermore, they have a knack for team building, mentoring staff, and building positive relationships with parents. Moreover, their care for children extends especially to those affected by instability or trauma and they are ready to lead a program that supports families in crisis.

If you are ready to lead a gifted, energized team toward our goals of providing top-quality child care that lifts children into a promising future, please **submit a cover letter and resume before Tuesday, April 30, at Midnight.**

Responsibilities

Team Management

- Recruit, hire, train, and evaluate performance for all employees of the Early Learning Center.
- Manage dynamic teaching schedule for four classrooms.
- Ensure staff employ a comprehensive understanding of the Early Learning Foundations and Developmentally Appropriate Practices in the classroom.
- Facilitate professional development opportunities to ensure staff are well-equipped to meet the needs of the children and families served.
- Foster a culture of collaboration, equity, and respect to make sure that the center's programs and services meet the diverse needs of the community served.
- Provide regular meetings for classroom staff and full staff for effective communication, morale, and unity around New Hope's mission.
- Provide proactive problem solving and conflict resolution for staff and enrolled families as needed.

Program Management

- Oversee the development of high-quality early learning that is inclusive and supportive of all children.

- Establish and maintain positive relationships with enrolled families through ongoing communication, special events, and parent advisory council.
- Ensure full compliance with all Indiana childcare licensing standards.
- Ensure the program is compliant with Indiana Paths to Quality and NAEYC standards.
- Stay up to date on all required trainings associated with the Family and Social Services Administration.

Community Outreach

- Represent New Hope in a professional, enthusiastic way at public events as needed.
- Act as the primary point of contact for center's partner agencies Nurse Family Partnership, Hoosier Hills Food Bank, Monroe County Smart Start, TheraPlay providers, and more.

Financial Management

- With support from the Assistant Director, oversee all tuition billing and payments.
- Oversee management of the Child and Adult Care Food Program (CACFP).
- Work with administration for budget preparation and financial management of the organization.

Qualifications

- Bachelor's in Early Childhood Education OR a Childhood Development Associate's and compelling experience in the classroom and as a leader.
- Minimum of 2 years of experience in an administrative capacity within an early learning environment, preferably serving diverse or underserved populations OR a combination of 10 years teaching experience with substantial volunteer or professional leadership experience.
- Demonstrated leadership and team management skills, with a strong ability to motivate and develop staff.
- Knowledge of early learning standards, curriculum development, and program evaluation.
- Strong organizational, communication, and interpersonal skills.
- Must be willing to receive CPR and first aid training
- Must be willing to undergo criminal background check and drug screen

- Must be willing to undergo a physical and TB test

Compensation

Job Type: Full-Time Permanent

Salary: \$50,000 – \$55,000 per year

Benefits:

Health Insurance

Long and Short-term Disability Insurance

Optional Dental and Vision insurance

Life Insurance

Retirement account with match from employer

Employee childcare discount

Parental leave

Professional development

Generous PTO

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