

Job Description

Director of Glen Mar Early Learning Center

Glen Mar Early Learning Center is associated with Glen Mar United Methodist Church at 4701 New Cut Road in Ellicott City, Maryland. Established in 1972, Glen Mar Preschool served the greater Ellicott City community for over 35 years before suspending operations in 2009 to prepare for moving to a new location. The brand new facility, opening in June 2010, as Glen Mar Early Learning Center, will provide year-round day care and preschool for up to 200 children. We are looking for an experienced and energetic director who is eager to tackle the unique challenges for opening a new early learning center.

The Director is a full time position of the Glen Mar Early Learning Center. Compensation is salaried at a fixed semi-monthly rate, and the position is exempt from overtime pay. The Director of Glen Mar Early Learning Center reports to the Preschool Board of Glen Mar United Methodist Church, the Senior Pastor (or designee) and the Church Council (the Church's governing body).

I. POSITION RESPONSIBILITIES & DUTIES (INCLUDE, BUT ARE NOT LIMITED TO...)*

A. Preparing for initial opening

- Help determine appropriate program offerings
- Prepare for and hold public registration
- Assist in hiring decisions of staff including determining how many and what type of staff will be needed
- Ensure facility achieves final licensing approval
- Work with Board and Management to initiate an appropriate financial system

B. Overseeing day-to-day operations

- Ensure compliance with all federal, state, and local regulations and licensing requirements
- Ensure the health and safety of the students and staff including a non-hostile, non-discriminating work environment
- Responsible for all enrollment activities including annual registration
- Organize and oversee field trips and special events
- Maintain open communications with parents, staff, and public including developing, scheduling and attending Parent Advisory Committee meetings
- Maintain class rosters and report on enrollment status monthly

C. Supervise Daycare and Preschool staff (approximately 20 staff)

- Make staff employment recommendations including hiring, terminations, and annual salaries
- Ensure all employees remain compliant with applicable regulations, licenses, and job requirements including annual Letters of Agreement are current
- Promote continuing education
- Observe staff and perform formal performance evaluations at least annually
- Encourage, supervise, and discipline employees. Ensure disciplinary steps are fair, consistent, and legal. Document disciplinary actions.
- Supervise part-time and full-time office administrators and aides

D. Engaging in strategy and planning

- Ensure the Early Learning Center provides a high-quality education, in keeping with the vision and goals of the Church
- Set policy for the Preschool and Daycare
- Update the Staff and Parent Handbooks as necessary but at least annually
- Develop a maintenance plan to address physical needs of the facility
- Review and make annual recommendations for which classes to offer and curriculum updates

E. Oversee finance

- Develop an annual budget and provide monthly financial reports
- Oversee fund raisers
- Responsible for collecting money and keeping student financial records
- Responsible for payroll
- Administration of scholarships and tuition assistance
- Write, or oversee the writing of, grants

*Other duties and responsibilities as assigned.

II. REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university, with courses in early childhood education or child development.
- Five years experience in daycare management, early childhood education and/or curriculum planning.
- Meet the requirements for certification as a Childcare Manager and Preschool Director, as outlined in the Maryland code-----*Licensing of Group Child Care Centers and Group Child Care Homes.*
- Positive managerial, organizational, and administrative skills.

- Able to propose projects, discuss with appropriate stakeholders, and implement them.
- Basic knowledge and experience of Windows-based programs, such as Microsoft Office products (Word, Excel, etc.)
- Ability to relate well with students and families.
- Ability to create an atmosphere of camaraderie and teamwork.

III. DESIRED QUALIFICATIONS

- Master's degree in Education or related field from an accredited college or university
- 10 years experience in daycare management
- Strong financial and budget skills and experience

IV. COMPENSATION

- Annual salary range, \$45,000 to \$50,000/year, depending on qualifications. Benefits available.

TO APPLY

Submit a letter of interest and a current resume to the Glen Mar Early Learning Center Board by mail or email.

By mail:

Glen Mar Early Learning Center
c/o Glen Mar Church
Attention: Lauren Bauer
4701 New Cut Road
Ellicott City, MD 21043

By email:

elc@GlenMarUMC.org