

## **Preschool Executive Director**

Bethel Learning Center

Elmhurst, IL

Role: Preschool Executive Director

### **About us:**

At Bethel Learning Center (BLC) we believe children learn best through purposeful play, which fosters essential social, emotional and cognitive skills in a nurturing and engaging environment. Our experienced educators support each child's individual growth, creating environments where they can thrive. The candidate will bring their passion for early childhood education and leadership skills to help our students and school continue to flourish.

Bethel Learning Center (BLC), in affiliation with Bethel United Church of Christ (BUCC), is seeking an Executive Director. This role requires a passionate and experienced leader with a strong commitment to early childhood education and capacity for leadership. The person selected for this position will be responsible for the day-to-day management and administration of the Center and its staff, working closely with the BLC Board of Directors and collaborating with the BUCC Senior Pastor and church council.

### **Key Responsibilities:**

- Develop and implement programs for admission, attendance, tuition, and developmental goals, subject to Board approval
- Lead marketing and outreach programs to attract full classes of children
- Ensure compliance with state and local regulations as well as health and safety standards
- Lead staff hiring and development process
- Prepare and operate the Center within the annual budget
- Engage with BUCC Council, regulatory agencies and vendors to address facility matters (may be outside of school hours)
- Supervise staff schedules, timesheets, and payroll issues
- Communicate with parents and caregivers in supportive and informational ways

### **Required Qualifications:**

- Education and experience in early childhood education and/or development
- Meet the requirements of the licensing and accrediting agencies including qualifications for a DCFS Director
- Be welcoming, supportive, and compassionate with children and adults, and
- Effective written and oral communications skills

Schedule: School year, average 30 hours per week: additional as required

Vacation: with approval of the BUCC Senior Minister and/or-BLC Board

Holidays: District 205 school holidays

Salary Range: \$44,000 - \$50,000