



Position: Early Learning Center Director

Department(s): Administration

Reports to Head of School

SUMMARY -The Director will oversee the operations of the Early Learning Center, serving children from 6 weeks to pre-kindergarten. This leadership role includes managing staff, ensuring compliance with state and accreditation standards and fostering a safe, nurturing, and Christ-centered environment for children. The Director collaborates with families to build strong partnerships and provides vision and strategy for the center's growth and development. Key responsibilities include staff hiring and training, curriculum oversight, budget management, and maintaining a positive culture that aligns with the mission and values of Lititz Christian School.

ROLES AND RESPONSIBILITIES

- **Leadership and Management:**
 - Provide leadership to the staff, ensuring alignment with the center's mission, values, and policies.
 - Oversee day-to-day operations of the Early Learning Center, including staffing, scheduling, budgeting, and facility management.
 - Ensuring PA certification licensing standards are met and managing the accreditation process for the center (ACSI and Keystone STARS)
 - Keep staffing regulations and files up to date including but not limited to required clearances, training and yearly reviews
 - Conducting tours for prospective parents and enrolling new families.
 - Foster a positive and collaborative work environment where staff feel supported, valued, and motivated to excel.
- **Curriculum Development and Implementation:**
 - Develop and implement a developmentally appropriate curriculum that integrates Christian principles and values.
 - Ensure that curriculum aligns with state standards and promotes holistic growth in cognitive, social, emotional, physical, and spiritual domains.
 - Regularly assess and update curriculum to meet the evolving needs of students and families.
- **Student and Family Engagement:**
 - Build strong relationships with students, families, and the broader community, maintaining open communication and a welcoming atmosphere.
 - Provide support and guidance to families, addressing their needs and concerns with empathy and professionalism.



- o Provide resources to families.
 - o Organize family engagement events.
- Staff Development and Training:
 - o Recruit, hire, train, and evaluate teaching staff, ensuring compliance with licensing requirements and professional standards.
 - o Provide ongoing professional development opportunities for staff to enhance their skills and stay abreast of best practices in early childhood education.
 - o Foster a culture of continuous improvement and innovation within the staff team.
- Spiritual Leadership:
 - o Integrate Christian values and teachings into all aspects of the center's programming and culture.
 - o Exemplify Christian faith and values, nurturing an environment that is supportive for all members of the community.