

Job description

Full Time, Exempt Position - 40 Hours/Week, some evenings & weekend

Westwood Early Childhood Center is a nationally recognized early childhood education program and an integral part of the mission and ministry of Westwood Lutheran Church. For over 40 years, we have provided high-quality early childhood education, serving families with a commitment to nurturing the whole child—academically, socially, emotionally, and spiritually.

Licensed for 100 students, WECC creates a loving and inclusive environment where children thrive. Guided by Christian values, we integrate simple, age-appropriate truths into learning experiences, helping children build a strong foundation for life. Our program's reputation for excellence reflects our dedication to fostering curiosity, community, and the unique potential of every child.

Our educators draw inspiration from the Reggio Emilia approach, emphasizing observation, documentation, and child-led exploration. Natural materials, open-ended activities, and the arts are thoughtfully woven into our curriculum and are evident in our carefully designed learning environments.

Skills and Abilities Required

- 5+ years of experience in early childhood leadership, strategic planning, staff supervision, and financial management
- Bachelor's Degree in Education or Early Childhood Education
- Strong foundation in fundamentals of child development and early childhood education, including programming, facility management, and safety
- Experience in Human Resources management, including policy and procedure adherence, hiring, staff development, leadership and supervision, staff evaluation
- Experience in regulatory management, including licensing standards, knowledge of state and federal laws, accreditation requirements
- Experience in budgeting and expense management
- Demonstrated service-orientated leadership
- Deep love and appreciation for children
- Strong oral and written communication skills, proven competencies in Microsoft Office suite

Preferred Qualifications & Skills

- Master of Arts degree in Education or Early Childhood Education
- Experience in the Reggio Emilia Approach
- Experience and eagerness to lead with a faith-based approach

Primary Responsibilities

The Director leads the 100-person licensed early childhood program, ensuring its success through sound financial stewardship and alignment with the program's strategic and operational mission. This role involves setting a clear vision and goals for the program, guiding their implementation, and fostering accountability and continuous improvement. The Director oversees staff performance and development while maintaining full compliance with state licensing and accreditation standards to uphold the program's reputation for excellence.

Early Childhood Education Program Leadership

- Lead the development and execution of the high-quality curriculum and programming elements of WECC
- Determine strategies to support the success and future growth of WECC by goal setting, action planning, and evaluation
- Guide the educational philosophy of the Reggio Emilia Approach
- Provide support and coordinate parent advisory team
- Supervise 4 staff members

Organizational and Financial Operations

- Oversee the center's operations by providing appropriate resources to ensure efficiency and effectiveness, while managing staff through hiring, training, evaluation, and disciplinary actions. Prioritize staff well-being and foster a supportive environment that promotes continuous professional growth and development.
- Prepare and manage successful program budgets and monitor performance against overall budget plan
- Ensure enrollment levels align with budgetary goals by actively managing recruitment, retention, and family engagement strategies.

Other

- Uphold and promote the core values of the center and church, including child well-being, LGBTQIA+ inclusion, racial equity, environmental sustainability, and interfaith collaboration.
- Lead and serve within a faith-based, Christian framework that guides the center's mission and practices.
- Ensure WECC meets or exceeds requirements for various accreditations, certifications, state licensures and ensures licensing ratios are maintained.
- Maintain a working knowledge of developments and trends in the field
- Develop and implement marketing efforts, public relations, and community outreach to promote a positive public image to prospective families and others in the community
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Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Dental insurance
- Flexible spending account
- Life and disability insurance
- Paid time off
- Professional development assistance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Required)

Experience:

- Early childhood education leadership: 5 years (Preferred)

Work Location: In person

If you are passionate about early childhood education and eager to contribute to a faith-based mission with a history of success, we invite you to join our team.

To Apply on Indeed, [click here](#)

Or send your resume to Jobs@westwood.church