

## Job Posting: Director - Little Lambs Toddler Center Preschool

Position Type: Management Exempt - Must be on site during working days & hours

Salary: \$35,600 Annually

Location: Bishop Janes United Methodist Church, 22 S. Finley Ave, Basking Ridge, NJ 07920

### About Us:

Bishop Janes United Methodist Church, nestled in the heart of Basking Ridge, New Jersey, embodies a Christ-centered ethos. With a rich history spanning over two decades, our Little Lambs Toddler Center continues to nurture young minds. Committed to community service and connection, we passionately strive to make disciples of Jesus Christ for global transformation. Our inclusive invitation extends to all individuals, fostering genuine fellowship and intentional discipleship. Our vision is to be a beacon of transformative love, where people from all walks of life are warmly embraced and nurtured into deeply committed Christians. Through vibrant community engagement, we aspire to radiate Christ's love and impact lives beyond our church walls.

### Position Overview:

As the Director of Little Lambs Toddler Center Preschool, you will play a pivotal role in the success of our program. This position involves overseeing daily operations, leading a dedicated team of staff, overseeing and implementing curriculum, including Christian lessons, maintaining strong communication with parents, handling administrative tasks, and ensuring the financial well-being of the preschool. The school is open from September to mid-June, five days a week. Expected working hours are from the morning until early afternoon, Monday through Friday.

### Responsibilities:

- Staff management, including hiring, training, and conducting evaluations.
- Curriculum development and oversight for various age levels.
- Organizing and implementing special events, activities, and fundraisers.
- Establishing and maintaining effective communication with parents.
- Attendance at board meetings and reporting on preschool activities.
- Administration tasks such as maintaining records, attending inspections, and ordering supplies.
- Ensuring compliance with federal, state, and local regulations
- Financial responsibilities, including budget preparation and collaboration with the church treasurer.

### Qualifications:

- Bachelor's degree or qualified experience in Early Childhood Education or a related field.
- Proven experience in preschool management.
- Strong organizational, leadership, and communication skills.
- Knowledge of and compliance with state licensing requirements.
- Ability to work collaboratively with staff, parents, and church leadership.

### How to Apply:

Interested candidates are invited to submit their resume and cover letter to Terri Faltas, Chairperson of the Staff Pastor Parish Relations Committee, at [dowie0101@aol.com](mailto:dowie0101@aol.com). The deadline for applications is April 15, 2024. Please include "Little Lambs Director Application" in the subject line. Interviews will be conducted on a rolling basis, and the position will remain open until filled. Bishop Janes United Methodist Church is an equal opportunity employer and encourages candidates of all backgrounds to apply.

Note: This position requires the successful completion of a background check and compliance with state licensing regulations.