

## **Haygood Weekday Children's Ministries Executive Director**

Haygood Weekday Children's Ministries (WCM) is a non-profit (501c3), Cognia accredited (formerly AdvancED/SACS) early childhood education center in the intown Atlanta neighborhood of Morningside. As a ministry of Haygood Memorial United Methodist Church, Haygood WCM's mission is to foster healthy, well-rounded childhood development in an accepting, supportive Christian environment where each individual is respected as a child of God. Offering a rich variety of programming to meet the needs of children from birth through fifth grade, Haygood WCM is staffed by some of metro Atlanta's most loving and tenured teachers.

Haygood WCM's suite of early childhood programs includes a licensed full-day daycare, an exempt half-day preschool, and after school program for elementary-age children, and half-day summer camps.

### **POSITION DESCRIPTION**

Under the direction of the Board of Directors, the Executive Director (ED) works thirty hours a week and is responsible for the year-round management and operation of Haygood WCM. Celebrating its fiftieth year, this well-regarded and sought after education center has a robust enrollment of 275 children. Haygood WCM continues to thrive in the community, and has seen positive growth in the areas of curriculum, teacher retention and development, and parent involvement. The ED shall continue this momentum, by providing dynamic, visionary leadership to the organization in concert with the values of Haygood Memorial United Methodist Church and will be responsible for the following primary functions:

#### **Leadership and Program Development**

The ED shall partner with the Board of Directors and the Senior Pastor to develop ongoing vision and strategic planning to establish the overall goals and objectives for the school. Moreover, the successful applicant will translate the school's vision into dynamic curricula and adjunct activities for each of the school's programs. Providing leadership in the development, expansion, and maintenance of high quality programs, facilities, and services for children and their families will be a key role in this position. Maintaining a base level of knowledge regarding new child development research, best practices in early childhood education, and emerging needs of parents and children is an important component of this role.

#### **Management of Staff and Programs**

The ED shall be responsible for ensuring the safe and nurturing operation of all Haygood WCM programs through proactive and effective management of staff. The ED must provide ongoing coaching, supervision, and leadership to staff and foster a positive work environment and atmosphere for staff, children, and families. The ED oversees the management and operations of the CDC and Preschool programs and has direct management responsibility of five directors and their staffs.

#### **Administrative Management and Compliance**

The ED will oversee all key administrative functions within the Haygood WCM organization, including financial management, achievement of school registration targets, operational management including food service and safety, and compliance with all administrative, federal, state, and local child safety policies and laws.

#### **Board Support**

The ED shall provide support to the Board of Directors, including regular communication with the Board, preparing for meetings of the Board and its committees, working with the committee chairs as needed to ensure the effectiveness of each committee.

### **Detailed Responsibilities**

- Manage a staff of more than fifty (50) full- and part-time employees, including five (5) directors and over forty-five (45) teachers
- Ensures that the school is properly structured and staffed. Oversees the supervision and evaluation of a team of over fifty (50); guides professional development in alignment with program goals
- Maintains strict confidentiality regarding all personal information regarding children, families, and employees
- Initiates and maintains a high level of visibility and a positive image throughout the school community and larger neighborhood community
- Follows sound principles of fiscal management, and develops and maintains the annual operating budget in coordination with the Director of Finance
- Demonstrates the highest level of ethical and moral standards in all facets of this role
- Serves as primary staff contact for the Board of Directors and its Executive Committee, coordinating bimonthly meetings with the Board Chair
- Manages the biennial Haygood WCM Auction, and in alternating years, the biennial Haygood WCM Appeal as key fundraising and community development activities for the school
- Responsible for overseeing the development and execution of the overall marketing strategy for all programs. Key elements will include communications, such as web presence, social media, and other promotional activities as appropriate
- Work with the Board of Directors and staff to create and implement short-term and long-term strategic plans
- Oversees maintenance and re-accreditation of WCM through Cognia (formerly AdvancED/SACS) , or another comparable accrediting agency
- Participates in weekly Church staff meetings in order to ensure collaborative communication and interaction between the church and the school; Works with Haygood's Children's Minister to offer bi-weekly chapel lessons
- Serves as the public face of Haygood WCM, especially with parents, teachers, children, and the local community
- Works diligently to provide opportunities that benefit ALL children within the program. The ideal candidate will ensure that children's best interests are at the heart of any and all school initiatives.

### **Requirements**

- Minimum Bachelor's degree in education or child development field. Masters or higher preferred
- At least 3 years teaching experience, ideally in an early childhood education setting
- At least 5 years' management experience, managing teams and projects. School administration experience strongly preferred

### **Skills and Qualifications**

- Excellent personal skills: Ability to establish and maintain positive and productive working relationships with faculty, staff, children, families, community members, and a professional network
- Strong leadership, organizational, and communication (verbal and written) skills
- Financial understanding and management; business administration experience a plus
- Experience and exposure to early childhood education curriculum, development, and implementation
- Must be able to work flexible hours to oversee the school and complete all responsibilities

Salary range for this position will be commensurate with experience.

**Please submit cover letter and resumé to [serkorth@gmail.com](mailto:serkorth@gmail.com)**