



## **POSITION PROFILE**

### **Preschool Director and Administrator**

#### **PROGRAM MISSION**

Bethel Highlands Preschool, an instrument of God's grace, love, and compassion, exists to serve and support families of the greater Hudson community. We provide a safe and loving environment in which an excellent educational program nurtures the spiritual, physical, emotional, social and cognitive development of the unique, God-given gifts of each child.

#### **PROGRAM PHILOSOPHY**

Relationships are at the core of a quality early childhood setting and serve as the foundation of trust needed for a lifetime of growth—relationship with God, others, and self are considered and developed. We provide an environment that facilitates learning through play and exploration using quality, varied materials. We provide a community where children are understood, respected, observed, and loved; teachers are supported through quality training, mutual encouragement, and above-average pay; where parents are involved and equipped to grow in ability and confidence. Multiple learning styles and gifts are considered with the knowledge that children, parents, staff, and administration are open to learning new concepts and skills for continuous improvement.

#### **SUMMARY**

Bethel Highlands Preschool opened in the fall of 2007. We enroll up to 138 students per year with alternating class schedules in 7 classrooms, including 4K. Registration day brings lines of eager parents that usually keep our classes at capacity with waiting lists in place. BHP is nationally accredited through NAEYC and rated Five Stars through the Wisconsin YoungStar program. Twice voted "Best of the St. Croix Valley" for preschools, we are seeking the ideal candidate to lead our successful preschool. The Director/Administrator of Bethel Highlands Preschool (BHP) manages the daily operations of the preschool program. This position is responsible for the management of teaching and office staff, program budget, enrollment, curriculum, program content, licensing regulations, and more as detailed in the position description.

## REQUIREMENTS

- Living in the Christian faith (Bethel church membership not required).
- Education and experience that meets the required qualifications to maintain the Wisconsin licensing standards and NAEYC, which include:
  - Bachelor's Degree in education or related field.
  - College credits in education and business administration as outlined in DCF 251 for Group Childcare <https://dcf.wisconsin.gov/cclicensing/commentary>.
- Five or more years of experience in early childhood education, that includes leading individuals in the education profession.
- Experience delivering communications verbally and in writing, along with developing approaches/strategies for navigating conflict with staff & parents.
- Prior experience developing & managing an annual budget.
- Ability to recruit, engage and lead employees, volunteers, and parents.
- Willingness and passion to fundraise for the development of short-term & long-term needs of BHP.
- Flexibility to handle multiple tasks simultaneously, prioritize organizational needs and respond with necessary urgency.
- Proficient and an interest in a variety of technologies, programs, and platforms.

## OTHER REQUIREMENTS

- This is an exempt, full-time position. During the school year, typical hours are 7:30am to 4:30pm with some evening meetings/events after hours and occasionally on weekends. Non-school days have more flexibility in hours and duties.
- Physical requirement of the role includes computer work, standing, walking, and ability to utilize verbal and non-verbal techniques to diffuse situations.

## BENEFITS SUMMARY

- Salary and benefits will be determined during hiring process based upon experience.

## HOW TO APPLY

- Please send resume and cover letter to the Bethel Highlands Preschool Board of Directors: [bhpsboard@gmail.com](mailto:bhpsboard@gmail.com)