

CO-DIRECTOR
LOVE 'N' LEARN EARLY CHILD CARE CENTER
START DATE: JANUARY 1, 2023

DESCRIPTION, RESPONSIBILITIES, & DUTIES

Salina Catholic Schools has opened the search for a new position on their leadership team, Co-Director for the Love 'N' Learn Early ChildCare Center.

About Love 'N' Learn:

Love 'N' Learn, established in 1999, provides high-quality early childhood education within the traditions and values of the Catholic Church. Inclusive of families of all faith backgrounds, our staff create a welcoming, faith-based, mission-driven experience.

Our mission is to focus on each child individually and adjust the care to meet the specific needs of each of our children uniquely. We extend a secure, responsive, and caring environment focused on the importance of building a strong beginning of life outside the home.

We are standing on the precipice of significant growth in our program. With a recently received \$1.6m grant, we are renovating every space in our building and expanding the program to 2 mo. old to 5 year old children. With this development, we are also looking to implement a new approach. This approach will be influenced by the professional experiences of the Co-Director hired. While we have a preference for Reggio Emilia, we remain open to collaborating with the Co-Directors to implement the desired program.

About the position:

The Executive Co-Director is responsible for the administration of Love 'N' Learn (LNL) in partnership with the other Co-Director. This includes taking a lead role in elevating mission and extending the reach of our vision for early child development. In addition to developing our program, this individual will partner in the oversight of daily operation, maintenance, and growth including providing guidance on the current \$1.7m renovation. The Co-Directors will partner with the Leadership Team in executing the 10 Year Strategic Plan that will be approved in February 2024. This includes participating in and supporting fundraising (including grant writing) and strategic development; creating a hiring, training, and retention program for LNL staff; and oversight of a sustainable budget. This is a 12-month position reporting directly to Principal of St. Mary's Grade School as a delegate of the Pastor of St. Mary's Queen of the Universe Catholic Church.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Early Childhood Education, Human Development and Family Studies, Psychology, or a related field.
- Significant work experience in Early Childhood Education.
- Strong interpersonal, written, and oral communication skills; proven ability to work collaboratively.
- Relevant administrative experience.
- Organizational skills, including a demonstrated ability to do detailed work, prioritize multiple tasks, and meet deadlines.
- Growth Mindset with a willingness to pursue Desired Qualifications not currently met.

DESIRED QUALIFICATIONS

- Understanding of differing strengths of Reggio Emilia, Montessori, and traditional play-based approaches in early childhood education. This can be demonstrated through course work, training, and/or work experiences.
- Experience with infant care in a child-care center.

- Education, licensure, and/or experience supporting children's social emotional/behavioral health.
- Track record of building consistent culture(s) of life-long learning around personal accountability to pedagogical growth, curricular development, and programmatic growth.

SALARY & BENEFITS

Minimum salary of \$45,000 adjusted based on education, training, and work experience. Full-time employees have an option to enroll in health, dental and vision. In addition after one year of service, an employee can enroll in a 401k retirement plan. Employees can also receive a 50% tuition discount for children enrolled at Love 'N' Learn, St. Mary's Grade School, and Sacred Heart Jr./Sr. High School.

APPLICATION PROCEDURES

Interested applicants must submit a cover letter which addresses how professional experiences align with identified required and desired qualifications of the position, a current résumé, and the names, e-mail addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates.

Applicants also have the option to submit additional documentation such as an example of a grant proposal that was submitted and/or awarded, evidence of college teaching success such as student or peer evaluations, certificates showing director or other relevant qualifications, graduate school transcripts, and writing samples.

Materials should be submitted electronically to tym.bonilla@staff.stmarysalina.org.