



ROSEDALE BAPTIST SCHOOL

Reach. Build. Serve.

Job Description – Early Learning Center Director

General Overview:

This position manages the day-to-day operations of the Early Learning Center of Rosedale Baptist School. Rosedale Baptist School is a ministry of Rosedale Baptist Church. Therefore, the position reports directly to the Head of School while also falling under the leadership of the senior pastor and executive pastor of RBC. The ELC director will work closely with the Elementary Principal and the Head of School of RBS.

Qualifications:

- Strong desire to serve the Lord by serving our Rosedale family
- Commitment to the mission statement of RBS/RBC
- Comprehensive knowledge of MSDE Office of Child Care staffing and licensing requirements
- Degree in Early Childhood Education or a related field
- Certification in CPR and First Aid
- Computer skills
- Excellent customer service
- Strong leadership and communication skills
- Member of Rosedale Baptist Church

Responsibilities:

- Follow and communicate all federal, state, and MSDE Office of Child Care regulations
- Serve as the liaison between RBS/RBC and the Maryland State Department of Education for all issues pertaining to the licensure of the early learning center and preschool
- Schedule staff and student programs in coordination with the Elementary Principal and/or Head of School
- Provide support and direction to the staff and families of the ELC
- Strive to provide a loving and professional environment for all members of the ELC family
- Coordinate with the financial office regarding the billing of each family account
- Partner with the Head of School and Elementary Principal to establish the policies and procedures necessary for the ELC to operate successfully

Hours:

- General hours for this position are Monday through Friday from 7:30 a.m. to 4:00 p.m. during every day of operation.
- As with any salaried position, the hours for this position may fluctuate throughout the year for various RBS/ELC activities and/or programs.