

Cubs' Den Director

We are looking to hire a qualified director to manage our day-to-day operations and maintain a positive learning environment rooted in Christian faith for the children of the Wesleyan School faculty. Our environment consists of three classrooms with a total of no more than 30 children, ages 8 weeks through PreK. The Director is responsible for managing and supporting the Cubs' Den staff and providing care for children. Because of the small environment, this role is combined with a lead teaching position. The two positions are easily managed by one person. The lead teacher is supported by a full-time assistant teacher.

This position is salaried and follows the Wesleyan School calendar, receiving holiday and summer breaks. This position begins in August for the 2025-2026 school year.

Responsibilities:

- Ensure a safe, happy, and stimulating environment for children.
- Ensure that facilities are safe for children and comply with laws and regulations.
- Evaluate and purchase materials, equipment, and supplies.
- Manage and support teaching staff.
- Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
- Maintain communication with Georgia Accreditation Commission and Bright from the Start to ensure the facility license is current and valid.
- Communicate and meet with parents regarding Cubs' Den updates, protocol, and policies.
- Manage the schedule, hours, and staffing payroll with the Cubs' Den Finance Officer.
- Plan, coordinate, and implement preschool curriculum.
- Provide basic care and supervision for children, being sensitive to individual needs of each child.

Qualifications:

- Associate's or bachelor's degree in a related field preferred.
- Strong Christian faith.
- Daycare or Preschool experience required.
- Excellent written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.

Interested applicants should send a resume and cover letter to Kristen Bell, Cubs' Den President, at Kbell@wesleyanschool.org