

## **Preschool and Childcare Center Director**

### **Description**

New Horizons Preschool and Childcare center is seeking a dynamic and passionate self-starter as its new Center Director. The Director will be responsible for transitioning this longstanding facility operated by First United Presbyterian Church into a sustainable and independently-licensed facility that continues to meet the needs of the Las Vegas, NM, community.

### **Responsibilities**

- Work with a transition team to develop New Horizons into an independent and sustainable preschool and childcare facility that will continue to meet the needs of the Las Vegas Community.
- Engage a team of passionate childcare professionals committed to early childhood growth, development, and safety.
- Develop a partnership with parents with a shared goal of providing quality care, programming, and engaging opportunities for their children.
- Build and maintain excellent relationships with local school districts and city and county licensing personnel.

### **Minimum Qualifications**

- Bachelor's degree in early child development or related field that includes a minimum of 24-30 units of Early Childhood education.
- At least three years of experience in a childcare setting.

### **Preferred experience**

- At least one year of strong leadership experience.
- Demonstrated experience in revenue generation and marketing.
- Conversational and written fluency in Spanish.
- Demonstrated experience with adhering to New Mexico Children Youth and Family Department funding requirements and regulations and for New Mexico state licensing.

### **Knowledge, Skills, and Abilities**

- Demonstrated ability to train, develop, engage, and inspire a team of dedicated childcare providers.
- A strong desire to create a warm nurturing environment demonstrating a love for children and desire to make a difference.
- Ability to build strong relationships with children, families, and staff to create an environment where play and discovery go hand-in-hand.
- Strong organizational and customer service skills and the ability to multi-task and manage multiple situations effectively.
- Strong fiscal management skills, including budget development and monitoring.
- Knowledge and experience in the principles of age-appropriate (0-12 yrs. old) practices to create a successful program for infant through after-school age children.
- Knowledge of state and federal licensing and funding requirements.

- Computer proficiency including Microsoft Office and basic accounting software tools.
- Ability to speak, read, and write English proficiently
- Must be physically able to lift a minimum of 40 pounds, work indoors and outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.

**Salary competitive and commensurate with experience.**

To apply, please submit a cover letter highlighting qualifications and experience, a resume, a brief statement of the applicant's views on values-based early childhood education, and complete contact information for three professional references with an indication of the individual's relationship to the candidate. We hope to fill the position as soon as possible but the position will remain open until filled. For maximum consideration, please submit complete applications by Monday, November 14, 2016.

Submit a complete application packet to  
First United Presbyterian Church  
Attention New Horizons Director Position  
1000 Douglas Ave  
Las Vegas, NM 87701  
505 425-7763

For inquiries or to submit application materials electronically, please email [fupc.nm@gmail.com](mailto:fupc.nm@gmail.com).