



The King's Daughters Day School

We are looking for an Executive Director to oversee all educational functions and fiscal activities of the King's Daughters Day School. The selected individual will coach, mentor, inspire, lead, and direct every member of the administration, teaching and support services teams.

Responsibilities:

Adhere to and uphold the mission of the Day School by providing a comprehensive and developmentally appropriate early childhood experiences for the children of the community. Manage and maintain all fiscal responsibilities.

Exercise leadership within the community and keep abreast of the changing needs and concerns.

Prepare and facilitate Board deliberations and decision making.

Maintain fiscal control of agency finances.

Direct and oversee fundraising efforts.

Develop and supervise staff to ensure that structures and standards are maintained.

Ensure compliance with local, state and federal regulations, licensing and accreditation requirements governing children, personnel, and property and insurance liabilities.

Educational Requirements:

A master's degree in Early Childhood Education Administration or Early Childhood Education or related area.

Three years administration experience in the field of early childhood in an organization of comparable scope.

Knowledge and experience in the field of management and finance.

Experience as a teacher of young children.

APPLY NOW