

## Robert E. Simon, Jr. Children's Center

The Robert E. Simon, Jr. Children's Center is seeking a dynamic, experienced Center Director to lead our community into its fourth decade of operation. The Simon Center is designed to meet the emotional, social, physical, and intellectual needs of children in a safe, child-oriented environment.

This NAEYC accredited child care center offers developmentally appropriate educational programs for up to 110 children from 3 months through 5 years old (preK). A nonprofit organization, the Center has been located in Reston, Virginia since 1990.

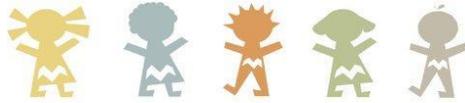
The ideal candidate is a proven early childhood education leader with a passion for working with young children and their families, and has the vision, high integrity, and strong interpersonal skills that make for a great leader. The Center Director reports to the Board of Directors and oversees a staff of up to 27 full- and part-time teachers and staff.

### **Core Requirements:**

- Bachelors in Early Childhood Education, Education Administration or a related field required.
- Masters in Early Childhood Education, Education Administration or related field with credits in administration, leadership, and management or equivalent preferred
- A minimum of 5 years experience at director level or equivalent experience
- Experience and passion for working in infant, toddler, preschool and prekindergarten classrooms
- Demonstrated leadership in early childhood education including support and development of early childhood curriculum
- Strong business acumen, with demonstrated financial knowledge and budget management skills
- Experience with sales and marketing in support of enrollment goals and forging community partnerships;
- Working knowledge of the Virginia Department of Social Services licensing standards
- Experience with the NAEYC accreditation and re-accreditation process a plus

### **Responsibilities include:**

- Serve as the face of the Simon Center, regularly communicating in person and via email and phone with enrolled and prospective families, community partners, local media, vendors and the local community
- Provide strong educational leadership for diverse staff and client base
- Oversee recruiting, admissions and enrollment of students, including working with the Board on marketing strategies, giving regular tours of the Center, and more
- Provide innovative marketing plans and strategies to engage with potential client base
- Oversee day-to-day operations of the Center
- Oversee the NAEYC re-accreditation process
- Staff management, including oversight of hiring, training and supervision of teachers and administrative staff
- Establish and maintain collaborative relationships with staff and families
- Establish and maintain collaborative relationships with community groups as appropriate
- Develop and implement short-term and long-range plans for the Center, including recruiting, staffing, capital projects, community partnerships and more
- Work with the Board of Directors and business consultant to develop and implement annual budget
- Manage financial statements on a monthly basis



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- Advise the Board of Directors on programs and activities

Salary is competitive and commensurate with experience. The Simon Center offers a robust benefits package including medical, dental, generous PTO, 401(k) employer match, childcare discounts at the Center, and tuition reimbursements.

The anticipated hiring date is March 2020.

Email letter of interest, resume, and salary requirements to [board.rescc@gmail.com](mailto:board.rescc@gmail.com). No phone calls, please.

The Robert E. Simon, Jr. Children's Center is an Equal Opportunity Employer. For more information about the center, visit [www.simoncenter.org](http://www.simoncenter.org).