

**POSITION ANNOUNCEMENT:** Director of Early Childhood Education

**LOCATED IN:** Charlotte, North Carolina



**Bethlehem Center**  
OF CHARLOTTE

## BACKGROUND

Founded in 1940, the Bethlehem Center of Charlotte (BCC) has provided high quality education for children in need, in partnership with their families. BCC offers early childhood development, out-of-school time (OST) enrichment programs, and a scholarship fund, supporting children and youth from birth to college-age. BCC currently serves over 800 multi-cultural program participants in 12 physical locations in Mecklenburg County.

Bethlehem Center is a 501(c)(3) non-profit organization with a 161-member staff and an operating budget of nearly \$8 million. BCC is funded by local, state, and federal government contracts, grants, fundraising events, and philanthropic gifts. BCC's main administrative offices are located near Uptown Charlotte.

To learn more, visit Bethlehem Center's website at [www.bethlehemcenter.org](http://www.bethlehemcenter.org).

## THE LEADERSHIP OPPORTUNITY

Reporting to the Chief Operations Officer, the Director of Early Childhood Education is responsible for directing the administrative activities and staff of Bethlehem Center's early childhood education programs. He/she will manage 3 direct reports – with a total staff of 127 – and develop and implement plans for the successful execution of high quality child development classroom services.

Bethlehem Center is in the process of establishing its strategic direction for the next 3-5 years. As a member of the management team, the Director of Early Childhood Education will play a pivotal role in the future of the agency.

The successful candidate will be a self-starting, results-driven, and community-minded professional who is excited by Bethlehem Center's mission. The Director of Early Childhood Education will be called upon to fulfill the following key responsibilities:

### Program Management

- Provide oversight and overall program design of the child development services, including services for English language learners, while maintaining an environment that respects and uplifts the cultures of all participants.
- Maintain knowledge of trends and best practices in early childhood education
- Work with the Director of Family Engagement and the Director of Center Services to advise staff in developing and implementing policies, activities, and service plans; plans, conducts, and participates in programs and activities for parents and staff.

- Ensure compliance with all applicable regulations and licensing requirements imposed by (but not limited to) Office of Head Start, USDA, State of North Carolina, and Mecklenburg County.
- Manage contractual agreements related to early childhood education programs.
- Effectively communicate program status, both verbally and in writing, with the COO, CEO, Head Start Policy Council, board of directors, and other management and staff team members.
- Address identified deficiencies or noncompliance issues by correcting them immediately or developing quality improvement or corrective action plans.

#### **Staff Supervision and Development**

- Directly supervise the Director of Center Services, Coaching & Development Director, and Disabilities & Mental Health Manager, with ultimate responsibility for their teams.
- Interview and hire leadership staff and evaluate their performance.
- Develop and oversee individual and team goals, workplans, and benchmarks for success in support of priorities and goals.
- Ensure professional development, recognition, and performance management are provided to all child development staff.
- Address discipline issues and personnel-related complaints.
- Coach staff, instilling a collaborative culture throughout the organization.
- Promote cross-Center communication, collaboration, and team-building.

#### **Stakeholder Relations**

- Interface and build trusting relationships within the organization, including staff, parents, and volunteers, as well as with external entities such as partners, regulators, local and state officials, civic leaders, the school system, advocacy groups, funding agencies, and other key stakeholders.
- Participate in local, state, regional, and national advisory boards and committees that relate to early childhood education.
- Advocate for the needs of young children and the importance of early childhood education.
- Support fund development efforts, representing Bethlehem Center as needed to engage, cultivate, and steward prospects and donors.

#### **Operations Management**

- Participate in ongoing strategic and tactical planning efforts that strengthen Bethlehem Center's infrastructure, sustainability, and impact in the communities it serves.
- Work with the COO and Director of Facilities to develop plans for adequate space for all early childhood classrooms on an annual basis. Assist in evaluating existing and proposed facilities.

### **SKILLS AND QUALIFICATIONS OF THE DIRECTOR OF EARLY CHILDHOOD EDUCATION**

The ideal candidate will possess sufficient experience and training to execute the responsibilities of the position and will serve as a spokesperson and advocate for the work of the organization. He/she should also demonstrate the following qualifications and skills:

- A bachelor's degree or higher in early childhood development, education, business administration, or equivalent from an accredited college/university.
- At least five years of related experience and/or training in childhood development and education, with responsibilities across multiple locations. Practical classroom experience preferred.
- Five years or more years of progressively responsible management positions that included fiscal oversight and supervisory experience with direct responsibility for hiring, training, goal-setting, performance assessment, and other staff management functions.
- Considerable knowledge of laws, policies, procedures, principles, methods and techniques of efficient administration, program management, budget preparation and financial management, grant writing, risk management, and evaluation of business operations.
- Experience in an environment with accreditation and licensing requirements. Working knowledge of Head Start regulations and performance standards and NC Day Care regulations preferred.
- Knowledge and understanding of the demographics served by Bethlehem Center and the risks and stresses they face.
- Experience building systems and evaluating program effectiveness through the implementation of solid metrics that yield measurable outcomes.
- Experience in an environment that requires the ability to multi-task, prioritize, organize, plan, and manage projects and schedules to meet deadlines and achieve desired outcomes.
- Strong verbal and written communications skills, with a high level of comfort presenting and conducting trainings for large groups.
- Strong leadership, management, and coaching skills that can be applied to create and maintain positive relationships with internal and external stakeholders and positively influence Bethlehem Center's culture.
- Excellent interview skills.
- Solid decision-making skills, at both the strategic and tactical levels.
- Mastery of Microsoft Office, especially Excel and Word.
- Exposure to or experience working with a mission-driven non-profit preferred.
- Valid driver's license and reliable transportation.

## **ATTRIBUTES OF THE DIRECTOR OF EARLY CHILDHOOD EDUCATION**

The Director of Early Childhood Education must demonstrate a firm commitment to and passion for Bethlehem Center's mission and vision. He/she should also demonstrate the following attributes:

- Professional behavior and bearing with a strong work ethic.
  - The ability and desire to foster a dynamic, respectful, and inclusive culturally-diverse environment.
  - Patience and open-mindedness.
  - Honesty and integrity.
  - Approachable and open to new ideas and ways of thinking.
  - The ability to lead, coach, inspire, support, and motivate a team of diverse individuals.
  - The ability to clearly articulate, verbally and in writing, a passion for educating children and strengthening families.
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- Adaptability, with a willingness to seek out information and resources to work through complex issues.
- Strong problem solving and conflict mitigation and resolution skills.
- Attention to the professional goals of subordinates with a willingness to help them achieve them.
- Ability to work independently as well as work within and influence groups.

## APPLICATION PROCESS

Armstrong McGuire & Associates, based in Raleigh, NC, is conducting this search in partnership with Bethlehem Center's senior leadership team. To apply, click on the link to the **Director of Early Childhood Education** position profile at [ArmstrongMcGuire.com/apply](https://ArmstrongMcGuire.com/apply). You will see instructions for uploading your cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact [staci@armstrongmcguire.com](mailto:staci@armstrongmcguire.com). No phone calls, please, and no applications will be accepted by email.

Salary is commensurate with candidate experience. Benefits include health, dental, vision, and life insurance, short-term and long-term disability, 403b, paid holidays, and accrued paid-time-off (PTO). Employee must pass an annual physical, TB screening, and submit to random drug screenings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

*Bethlehem Center actively seeks a diverse pool of candidates. Bethlehem Center is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.*

**POSITION ANNOUNCEMENT:** Director of Human Resources



**Bethlehem Center**  
OF CHARLOTTE

**LOCATED IN:** Charlotte, North Carolina

## BACKGROUND

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## THE LEADERSHIP OPPORTUNITY

Reporting to the Chief Executive Officer, the Director of Human Resources is responsible for the overall administration of the human resource function across the organization. He/she will manage 2 direct reports and develop and implement policies, procedures, and plans for human resources, payroll, and benefits.

Bethlehem Center is in the process of establishing its strategic direction for the next 3-5 years. As a member of the senior leadership team, the Director of Human Resources will play a pivotal role in the future of the agency.

The successful candidate will be a self-starting, results-driven professional who is excited by Bethlehem Center's mission. The Director of Human Resources will be called upon to fulfill the following key responsibilities:

### Human Resources Management

- Develop and implement policies, procedures, and plans for all HR functions including and related to recruitment, hiring, termination, compensation, payroll, benefits administration, professional training and development, performance management, and succession planning.
- Ensure regulatory and legal compliance and make HR policy and procedure recommendations.
- Maintain current job descriptions and employee policy manuals reflecting employment standards.
- Oversee payroll and benefits functions.
- Manage contractual agreements related to payroll, benefits, and other HR functions. Ensure provider invoices and payroll deductions are accurate.

- Maintain records of benefit plan participation, insurance and personnel transactions, hires, promotions, and terminations.
- Maintain knowledge of trends and best practices in human resources.
- Manage random drug testing.
- Track professional qualification and development requirements.
- Participate in ongoing strategic and tactical planning efforts that strengthen Bethlehem Center's infrastructure, sustainability, and impact in the communities it serves.

### **Recruitment, Hiring, and Terminations**

- Prepare advertisements and job announcements, ensuring compliance with agency policy.
- Identify and implement creative ways to recruit and retain employees. Understand competitive environment and develop strategies to compete for talent.
- Communicate with applicants about job duties and responsibilities, compensation, work schedules, policies, and other pertinent information through the completion of the hiring process.
- Ensure all pre-employment verifications and documentation have been completed for each new or re-hire prior to releasing that employee to begin work.
- Conduct employee exit interviews for voluntary and involuntary terminations and resignations.

### **Employee Communications and Morale**

- Conduct new employee orientation, outlining company goals, objectives, policies, procedures, and protocols.
- Train and educate Bethlehem Center staff on HR best practices, policies, procedures, and systems.
- Interact with employees to provide information and answer questions regarding HR policies, procedures, and systems.
- Develop and implement an internal communications strategy to ensure the timely, consistent, and appropriate distribution of information across the Bethlehem Center staff.
- Develop, implement, and manage employee recognition opportunities.
- Plan staff meetings and other activities to facilitate communications and maintain morale.

### **Staff Supervision and Development**

- Directly supervise the Benefits & Payroll Manager and Human Resources Assistant, with ultimate responsibility for their work.
- Develop and oversee individual and team goals, workplans, and benchmarks for success in support of priorities and goals.
- Interview and hire staff, provide professional development and recognition opportunities, and evaluate performance. Address discipline issues and personnel-related complaints.
- Coach staff, instilling a collaborative culture throughout the organization.
- Promote cross-Center communication, collaboration, and team-building.

### **Stakeholder Relations**

- Interface and build trusting relationships within the organization, as well as with external entities such as partners, vendors, regulators, and other key stakeholders.
- Work with the appropriate board committees in areas relating to employee benefits and personnel matters.
- Support fund development efforts, representing Bethlehem Center as needed to engage, cultivate, and steward prospects and donors.

## **SKILLS AND QUALIFICATIONS OF THE DIRECTOR OF HUMAN RESOURCES**

The ideal candidate will possess sufficient experience and training to execute the responsibilities of the position. He/she should also demonstrate the following qualifications and skills:

- A bachelor's degree or higher from an accredited college/university.
- At least five years of related experience and/or training in human resources, with responsibilities across multiple locations.
- Five years or more years of progressively responsible management positions that included fiscal oversight and supervisory experience with direct responsibility for hiring, training, goal-setting, performance assessment, and other staff management functions.
- Considerable knowledge of laws, policies, procedures, principles, methods and techniques of efficient human resource administration, payroll and benefits, and budget preparation and financial management.
- Experience in an environment with accreditation and licensing requirements preferred.
- Experience in an environment that requires the ability to multi-task, prioritize, organize, plan, and manage projects and schedules to meet deadlines and achieve desired outcomes.
- Strong verbal and written communications skills, with a high level of comfort presenting and conducting trainings for large groups.
- Strong leadership, management, and coaching skills that can be applied to create and maintain positive relationships with internal and external stakeholders and positively influence Bethlehem Center's culture.
- Experience driving cultural change and reinforcing core values in the workplace.
- Excellent interview skills and grasp of the recruiting and hiring processes.
- Solid decision-making skills, at both the strategic and tactical levels.
- Mastery of Microsoft Office, especially Excel and Word.
- Valid driver's license and reliable transportation.

## **ATTRIBUTES OF THE DIRECTOR OF HUMAN RESOURCES**

The Director of Human Resources must demonstrate a firm commitment to and passion for Bethlehem Center's mission and vision. He/she should also demonstrate the following attributes:

- High degree of confidentiality, discretion, and respect for employee privacy.
  - Professional behavior and bearing with a strong work ethic.
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- Ability to build strong positive relationships while maintaining autonomy and independence to enforce policies.
- Excellent listening skills and a customer service orientation.
- The ability and desire to foster a dynamic, respectful, and inclusive culturally-diverse environment.
- Patience and open-mindedness.
- Honesty and integrity.
- Approachable and open to new ideas and ways of thinking.
- Responsive, with a strong commitment to follow-through.
- The ability to lead, coach, inspire, support, and motivate a team of diverse individuals.
- Adaptability, with a willingness to seek out information and resources to work through complex issues.
- Strong problem solving and conflict mitigation and resolution skills.
- Attention to the professional goals of Bethlehem Center employees, with a willingness to help them achieve them.
- Ability to work independently as well as work within and influence groups.

## APPLICATION PROCESS

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Salary is commensurate with candidate experience. Benefits include health, dental, vision, and life insurance, short-term and long-term disability, 403b, paid holidays, and accrued paid-time-off (PTO). Employee must pass an annual physical, TB screening, and submit to random drug screenings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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**Bethlehem Center**  
OF CHARLOTTE

**Please Post**

**Job Vacancy /Immediate Opening**

**Home Visitor**

Bethlehem Center of Charlotte is seeking a home visitor for the Early Head Start program. The Home Visitor will be responsible for supporting families toward the fulfillment of their child's potential for intellectual, social, emotional, physiological growth, and development by implementing the program home-based curriculum. The candidate will set learning goals and plan learning experiences by integrating knowledge of each child's temperament, interests, gender, culture, language, learning approaches, understanding, misconceptions, and ability by working collaboratively with families and a range of specialists and program staff (medical, dental, speech, nutrition, mental health) The Home visitor will plan 90-minute weekly home visits with each family in their caseload, that will include conducting parent interviews and family needs assessments. Conducting developmental screening and assessments. The candidate will provide families with developmentally appropriate activities and information designed to enhance the child's intellectual, social-emotional, motor, and language abilities. The candidate will support children's overall development by integrating sensory learning experiences related to all Early Head Start domains throughout the curriculum and environment by preparing appropriate instructional materials for each family's home visit. A bachelor's degree (B.A.) in Early Child Development or equivalent from accredited college or university; and a minimum of two years related experience and/or training is a must. The Candidate must be able to pass annual physical, background check and random monthly drug testing. **Reliable transportation is a must.** This is a 12-month position. Salary is \$45K-50K yearly, DOE. Please submit salary requirements and resume to [resumes@bethlehemcenter.org](mailto:resumes@bethlehemcenter.org). **Absolutely No phone calls or walk-ins.**

**SUBMIT IN-HOUSE INTEREST VACANCY FORM WITH RESUME TO:**

Pertricia Mattison  
Human Resources Department  
2702 Norfolk Ave., Charlotte, NC 28203

**Closing Date: Until Filled**  
***No Phone Calls Please***



**Bethlehem Center**  
OF CHARLOTTE

**Please Post**

**Job Vacancy /Immediate Opening**

**Bus Driver OST**

Bethlehem Center of Charlotte is seeking a part-time bus driver for its after school program. This is a 12-month position. The position will be responsible for providing safe, quality and on time transportation services to the children enrolled in the afterschool program. The position is 4 hours per day Monday – Friday from 2:00pm – 6:00pm Monday-Friday. On CMS early release days, the hours are 11:00am 3:00pm. The candidate must have an active CDL with P & S endorsements. Must have a high school diploma or general education degree (GED); and three to six months related experience. Candidate must be able to pass a TB test, annual physical, background check and random monthly drug testing. **Reliable transportation is a must.** Salary is \$13.00 per hour. Please submit resume to [resumes@bethlehemcenter.org](mailto:resumes@bethlehemcenter.org). **Absolutely No phone calls or walk-ins.**