

Advertisement of WDS Director position:

St. John's Baptist Church (SJBC) is currently in search of our next Director of the Weekday School (WDS). The Director of the WDS is a full-time position with a start date of January 2, 2026. The Director reports to the SJBC Minister for Children and Their Families and the WDS Board of Directors.

About the Weekday School & St. John's Baptist Church

The WDS is a state licensed (GS110), half-day preschool, open Sept-May, with optional extended hours and flexible days, and a 5 week summer session (ages 0-12yrs). The **enrollment capacity is 80 children, infants through TK**. The Weekday School is a church-affiliated early childhood program dedicated to nurturing the whole child through a thoughtful balance of learning, play, and personal growth. We offer a welcoming, inclusive community where children thrive socially, emotionally, and intellectually in a caring and supportive environment.

St. John's Baptist Church is located in the Elizabeth Community of Charlotte, NC, at 300 Hawthorne Lane. We are a progressive, servant congregation committed to the principles of inclusion and openness for all. We are affiliated with the Alliance of Baptists, the Association of Welcoming and Affirming Baptists, the Baptist Peace Fellowship of North America, the Cooperative Baptist Fellowship, and the NC Council of Churches.

The ideal candidate for this job will be a dynamic and thoughtful leader with a genuine passion for work with children and a strong understanding of the environment necessary to foster the development and success of children, staff, and young families.

Join a team that's passionate about early education and committed to making a meaningful impact during a child's most important years.

Required Skills

- Bachelor's or master's degree from an accredited college/university
- Proven leadership experience at an early childhood facility with multiple classrooms and programs.
- Minimum of 3 years of hands-on childcare teaching experience
- Compliance with state licensing standards at a director level
- Comprehensive knowledge of national and state education standards and licensing requirements
- Knowledge of developmental stages and positive behavior strategies for preschool children
- Physical ability to work with children
- Knowledge of SmartCare software or willingness to learn
- Knowledge of small business development and financial planning
- Ability to maintain a high level of confidentiality
- Strong oral and written communication skills
- Critical thinking and problem-solving skills, completion of tasks, and timely follow through
- Ability to manage staff, promote positive team dynamics, and facilitate conflict resolution
- Ability to establish and nurture meaningful relationships with others
- Experience with or ability to work with electronic record systems

General Responsibilities

- Oversee day-to-day operations of the school
- Monitor the health and safety of all children

- Contract with outside vendors for special programs
- Ensure successful implementation of WDS curriculum, policies, and procedures.
- Maintain compliance with accreditation and state licensing requirements as well as all applicable state and federal laws
- Exceed national and state education standards
- Ensure all records are up-to-date and organized
- Set meeting dates and agenda for the WDS Board of Directors
- Create and maintain supportive connection with all parents
- Recruit, hire, train, coach, and evaluate teaching and administrative staff
- Develop community awareness and marketing opportunities to increase enrollment
- Manage payroll and budget
- Analyze profit and loss results, customer satisfaction measures, and other key performance data to make the best decisions for the success of the school
- Build and execute strategies to achieve or exceed projected financial and enrollment targets
- With the help of the staff and Board, determine program goals for each academic year
- Evaluate and improve WDS programs and practices based on current research and strategies

Applications should include: (i) a cover letter that includes a statement of interest, a summary of your philosophical approach to early childhood education, and an explanation of how your experience makes you a strong fit for the position; and (ii) resume. Upon request, applicants will also be required to supplement their application with (iii) a list of references (minimum of 3 references: 1 personal, non-related, and 2 professional); (iv) college transcripts, and (v) a valid criminal background check qualification letter with DHHS.

Applicants will be informed within about 4 weeks of their application submission if selected for an interview.

Resumes may be mailed or emailed:

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 Charlotte, NC 28204
 kharmon@sjcharlotte.org