

Nursery Director

Brentwood Christian School

REPORTS TO:

CLASSIFICATION: Full-Time; Exempt; School Year

SUMMARY: Support the school in its stated mission to nurture students in a Christ-centered environment by overseeing a high-quality daycare program for infants and toddlers of BCS employees. The Nursery Director will ensure that the program complies with all applicable accreditation standards while creating a nurturing, faith-filled space for young children and a supportive resource for staff-parents.

RESPONSIBILITIES:

- Develop, implement, and manage daycare program policies and curriculum that align with Christian values and early childhood best practices
- Supervise and mentor daycare staff, coordinate hiring, onboarding, scheduling, and evaluations
- Create and maintain a warm, safe, and structured environment for children ranging from 6 weeks to 3 years old
- Integrate Biblical principles into daily routines and classroom culture
- Maintain compliance with BCS accreditation standards.
- Facilitate clear and consistent communication with staff-parents regarding schedules, care plans, and development updates
- Manage daycare budgets, ordering, and inventory of supplies
- Collaborate with the school's leadership team to ensure alignment with BCS mission and culture
- Other duties as assigned

QUALIFICATIONS:

- Must have a Bachelor's degree in Early Childhood Education or related field or have more than 5 years of experience in infant care.
- Prefer minimum of 3 years in early childhood leadership roles
- CPR/First Aid certification (or willingness to obtain upon hire)
- Must be an active member of Christian congregation

SPECIAL KNOWLEDGE/SKILLS:

- Knowledge of child development and infant/toddler care
- Ability to communicate with warmth and clarity
- Proficiency in Microsoft Office Suite and various educational software programs
- Excellent organizational, planning, and management skills

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 35 pounds
- Must be able to sit, stand, bend or kneel for extended periods of time