

Community Nursery School Director Job Description

Role Overview:

- Develop and support our curriculum and philosophy, inspired by the schools of Reggio Emilia and other play-based early education practices.
- Provide compassionate leadership to the school, including introducing families to the parent cooperative approach and supporting them in building a collaborative community
- Inspire and mentor our seasoned team of teachers and staff, and encourage excellent teaching, communication, and leadership skills throughout the school
- Provide vision in strategic development, planning, organization, and management of the school's programs and facilities
- Manage day to day responsibilities for policies, procedures, programs, and budgets in conjunction with the Board of Directors

Specific Responsibilities - (include, but not limited to):

- Maintain a child-centered environment, placing the needs and rights of children above all
- Cultivate and foster a sense of community, belonging, and dedication for our families, in alignment with the cooperative nature of the school
- Promote and manage the development, coordination, implementation, and evaluation of quality curriculum and programs, consistent with our school's mission and educational philosophy
- Be available to address specific needs of children, including working closely with public school special education departments and private services as needed
- Support ongoing professional development and enrichment for staff and teachers through bi-weekly staff meetings and workshops
- Work collaboratively with the executive board in order to meet school goals, and address issues as they arise
- Communicate relevant news and updates with staff and parents as appropriate
- Represent the school at school functions, fundraising events, and professional workshops
- Oversee daily operations of the school, including administrative and record-keeping functions as well as overseeing the maintenance and working operation of the facilities
- Oversee budgeting and fundraising as well as other fiscal activities
- Manage the enrollment and financial aid process, including meeting with prospective families
- Oversee hiring, supervision, and evaluation of teachers and staff
- Respond to unexpected situations as well as emergencies in a timely, confident, and appropriate manner
- Comply with licensing standards set by the State of Massachusetts as well as local regulations

Qualifications

- EEC Director I or II Certification
- Bachelor's degree from an accredited college or university
- Minimum of 5 years teaching experience
- Previous experience in a leadership role in an early childhood setting
- Deep understanding of, and demonstrated experience with, the philosophies that embody our school's mission and values

Start date - August 2024

Compensation - commensurate with experience

For more information about our school and to apply, please visit our website: www.cnslex.org

To Apply - please send cover letter and resumes to: employment@cnslex.org