

JOB OPENING: DIRECTOR

sttims.org/preschool/



Job announcement:

St. Timothy's Preschool seeks a Director with a passion for play-based early childhood development and strong communication skills. Our non-academic, emergent-curriculum program focuses on supporting children's social and emotional growth with bright, beautiful classrooms and significant outdoor space, including playground and garden. We love giving children the room to be children: to imagine, discover, and explore; and we're looking for the right candidate to uphold and strengthen this philosophy.

We are a small, established, community preschool in Mountain View, CA caring for children two through five years old with a mixed-age preschool classroom and a twos classroom. Although we are on a church campus, this is not a religious preschool. Our community fosters values such as kindness, generosity, empathy, and care for the world around us. Diversity is celebrated and all backgrounds are welcome.

We are looking for a warm, good natured, enthusiastic person who will oversee operations, supervise teachers, take an active role in the classroom, and promote the preschool to the wider community. We are willing to train the right candidate with relevant teaching experience to grow into this role, ensuring that our quality program remains strong.

This is a full-time position (40 hours/week), with healthcare and retirement benefits available. The Director will ideally begin in the summer to prepare for the next academic year.

Qualifications:

- Love of children.
- Passion for and understanding of child-led philosophy and play-based learning.
- Excellent communication skills.
- Organized, detail-oriented, ability to multitask.
- Comfort with Google suite, especially drive, docs, photos; and with social media.
- 4+ years teaching experience in a licensed childcare facility.
- Site supervisor permit (or meet the California Licensing requirements).
- AA in child development with 24 ECE units, 6 admin units, and 2 supervision units;
or BA in child development with 3 supervision units.
- Must clear finger-printing background check, health screening, and TB test.
- Familiarity with the state licensing Title 22 requirements.

We offer:

- An annual salary of \$70,000 - \$72,000, depending on experience.
- 4 weeks paid time off and paid legal holidays.
- Medical benefits, with contributions toward a medical plan (from available options).
- 5% contributions to a pension plan, plus matching the first 4% of employee contributions.
- Short- and long-term disability plans and group life insurance.
- A collaborative team and warm, community environment.

To apply: Send cover letter and résumé to: nikky@sttims.org with subject line **Director**.

Preschool Director Job Description - St. Timothy's Episcopal Church

Responsibilities:

Planning

- Develop and implement strategic plans for the preschool, including curriculum, policies, scheduling, procedures, and community outreach (marketing).
- Provide leadership and guidance to staff members, promoting a positive and collaborative work environment.
- Oversee budget adherence and financial management, ensuring resources are allocated effectively.

Staffing

- Hire, train, and supervise teaching staff, including arranging for substitutes as necessary.
- Hold regular preschool staff meetings and in-service trainings.
- Conduct regular classroom observations and annual formal performance evaluations.
- Delegate responsibilities to staff members and to parent volunteers when appropriate.

Instruction

- Work in the classroom as needed.
- Monitor and evaluate the quality of education provided, evaluating and updating curriculum, making necessary adjustments to improve outcomes, ensuring:
 - A fun and safe learning environment.
 - Preschool-aged children are engaged in activities designed to promote intellectual and creative growth.
 - Schedules and routines are in place to ensure adequate student physical activity, rest, and playtime.
 - Positive relationships are built with students and parents.

Outreach and Communications

- Foster strong relationships with parents and families, addressing any concerns or issues that may arise, and communicating regularly on students' growth and progress.
- Manage communication with enrolled and potential families of the preschool, including responding to inquiries in a timely manner, keeping a waiting list as required, and organizing school tours.
- Orient parents to the school and provide updated information for their reference, including a handbook.
- Hold parent meetings (i.e. Orientation, Back to School Night, etc.) and special events (i.e. Open House, holiday events, graduation, etc.)
- Communicate about preschool programs on a consistent basis through digital and printed communications such as newsletters, brochures, website updates, and social media.
- Represent the preschool at regional school resource fairs and other community events, being proactive about publicity and marketing.

Administrative

- Maintain compliance with all relevant regulations and licensing requirements.
- Be familiar with State and Federal laws concerning employment, school compliance, and children's safety.
- Keep all student and staff files updated.
- Work with the Administrator to maintain financial records, invoice families, and collect fees.
- Submit annual budget request to Rector and Vestry (Board of Directors).
- When requested, present financial statements, report on all personnel, enrollment levels, and licensing activities for monthly Vestry meetings.
- Coordinate with maintenance team to arrange for necessary repairs and upgrades.
- Plan for and conduct fire and emergency drills.
- Ensure that the school is always clean and conducive to learning and play.

Physical Requirements:

To successfully meet the needs of the students in their care, the Preschool Director must:

- Sit on an occasional basis.
- Walk through the classroom and be able to maneuver in tight spaces. Walk on both even and uneven surfaces.
- Engage with students while kneeling or squatting, stooping, or bending.
- Reach at, below, or above shoulder height with the dominant upper extremity; may require trunk or neck rotation to look at the class.
- Assist in moving furniture to change the layout of the classroom to influence the learning situation. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to classrooms.

While performing the duties of this job the employee is regularly required to be inside the classroom. The employee is required to be mobile to, from, and within the classroom and preschool environment, as well as maneuver throughout the school facility to attend meetings, trainings, and other work-related events. The employee may be required to conduct trips to, from, and within various city and county-wide locations to attend trainings, workshops, or marketing events.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

St. Timothy's is committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, gender, national origin, genetics, disability, age or veteran status.