

JOB OPENING: DIRECTOR

sttims.org/preschool/



Job announcement:

St. Timothy's Preschool is a play-based, non-academic, emergent curriculum program with a strong focus on supporting children's social and emotional growth. We have bright, beautiful classrooms, a playground space, and a large garden. We love giving children the space to be children, to imagine, discover, and explore; and we seek someone who will uphold and strengthen this philosophy.

We are a small established community preschool in Mountain View, CA caring for children 2 years & 9 months to 5 years old in a mixed age setting. 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.

St. Tim's seeks an accredited Director who has teaching experience in a preschool setting. We are looking for a warm, good natured, enthusiastic, and very reliable person who will oversee operations, supervise teachers, take an active role in the classroom, and promote the preschool to the wider community. We offer parents several options: Monday through Friday, 8:30 - 1pm, 8:30 am - 3:30pm, or – new for the 2024-2025 school year – 8:30am - 5:30pm. The Director will ensure that whichever option families choose, our high-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 early summer (to prepare for the next academic year).

Qualifications:

- Love of children.
- Passion for and understanding of child-led philosophy.
- Organized, detail-oriented, ability to multitask, good interpersonal skills.
- Preschool Administration experience in a licensed center.
- 5 + 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 \$67,000.
- 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

- With Rector's input, hire, train, supervise, and evaluate all staff members.
- Prepare staff schedule.
- Hold regular preschool staff meetings.
- Enforce personnel policies.
- Evaluate staff and administer job performance reviews. Conduct regular classroom observations and annual formal evaluations. Maintain personnel records.
- Provide ongoing staff in-service training.
- Designate a staff member to serve as acting Director when necessary.
- Arrange for substitutes for absent staff members.
- Give leadership to curriculum evaluation and updating.
- Resolve staff grievances/problems as needed.
- Delegate responsibilities to staff members and to parent volunteers when appropriate.

Instruction

- Work in the classroom as needed as a teacher or co-teacher.
- Monitor and evaluate the quality of education provided, making necessary adjustments to improve outcomes.
 - Guide teaching staff to:
 - Instruct preschool-aged children in activities designed to promote intellectual and creative growth.
 - Create a fun and safe learning environment.
 - Develop schedules and routines to ensure adequate student physical activity, rest, and playtime.
 - Establish and maintain positive relationships with students and parents.
 - Communicate with parents on students' growth and progress.

Outreach and Communications

- Foster strong relationships with parents and families, addressing any concerns or issues that may arise.
- Collaborate with community organizations and stakeholders to enhance the preschool's programs and services.
- Provide and update a handbook for parent information.
- Keep a waiting list of those interested in enrollment.
- Answer phone and email inquiries about the preschool.
- Orient parents to the preschool.
- Manage communication with enrolled and potential families of the preschool.
- Be available to parents for in-person or telephone conference.
- Hold parent meetings (i.e. Orientation, Back to School Night, etc.)
- Organize and supervise special events (i.e. Open House, holiday events, graduation, etc.)
- Communicate preschool programs to the community through digital and printed communications such as newsletters, brochures, website, and social media.
- Represent the preschool at regional school resource fairs and other community events, being proactively involved in publicity and marketing.

Administrative

- Maintain compliance with all relevant regulations and licensing requirements, maintaining the health and safety of all students.
- Be familiar with State and Federal laws concerning employment, school compliance, and children's safety.
- Be responsible for keeping financial records, paying bills, and collecting fees.
- Assist Rector and Vestry with budget planning, as needed.
- Prepare shopping lists and order all supplies for the preschool.
- Enroll new students and keep all student files updated.
- When requested, present financial statements, report on all personnel, enrollment levels, and licensing activities for monthly Vestry meetings.
- Be responsible for the safety and welfare of all students and staff.
- Inform the Rector of any issues.
- Order and manage supplies and equipment.
- Coordinate with Junior Warden, Rector and maintenance team to arrange for necessary repairs and maintenance.
- Ensure that the school is always clean and presentable.
- Plan for and conduct fire and emergency drills.

Physical Requirements:

To successfully meet the needs of the students in his/her care, the Preschool Director must:

- Sit on an occasional basis.
- Walk through the classroom and be able to maneuver in tight spaces between tables. Walk on both even and uneven surfaces.
- Deal 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 back 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.