



PRESCHOOL DIRECTOR JOB DESCRIPTION

Christ & Holy Trinity Preschool
45 Church Lane
Westport, CT 06880

COMMUNITY AND MISSION

For over 30 years, Christ & Holy Trinity Preschool has been blessed with a tradition of educational excellence, an active community of families and a historic location in the heart of Westport, Connecticut. The Preschool has the distinction of being accredited by the National Association for the Education of Young Children (NAEYC), is a member of the National Association of Episcopal Schools (NAES), and offers programs for children ages 2-5.

The mission of the Preschool is to provide a nurturing early childhood program, set within the framework of a family-centered, Christian community. Welcoming families of all denominations and backgrounds, the Preschool seeks to maintain a developmentally appropriate, play-based curriculum that is child-directed and teacher-facilitated. Above all, the happiness and personal success of every child is of the utmost importance.

The Preschool's curriculum is inspired by the educational philosophy of the Reggio Emilia approach, which is based on the emergent curriculum and includes a combination of topic studies and project work derived from both teacher-designed provocation and child-initiated interests. The Preschool recognizes that early childhood is a unique period when it can support the development of positive values, in addition to social, physical, cognitive and creative development. The Preschool strives to enable each child to grow into a strong individual who respects himself or herself, and others, and understands the importance of family, community and Christian values. The Preschool hopes to instill in its students a life-long love of learning.

As a ministry, the Preschool respects each child's religious and cultural background while operating in an inclusive Christian setting. The children attend a weekly chapel service, say grace at meal times and celebrate the annual nativity play. The Director creates the climate life of the Preschool and leads by example by being considerate, caring, polite and courteous at all times. In partnership with the CHT Clergy, the Director fosters the religious centeredness which is inherent in the Preschool's mission.

POSITION SUMMARY

The Preschool is a ministry of Christ & Holy Trinity Episcopal Church of Westport - a vibrant parish of more than 700 active members. The Preschool Director is a part of the Church leadership team and reports to the Rector/Priest-In-Charge, who also serves as the Head of School.

The Preschool is seeking a Director capable of building upon the Preschool's well-respected heritage and reputation as a nurturing, collaborative community that fosters personal growth and a love of learning among the staff, children and families.

The Director is responsible for all aspects of the daily operation of the Preschool, including curriculum development, staff hiring and management, marketing and communication, recruitment and

enrollment, parent relations, budget development and oversight, purchasing of supplies and equipment, property maintenance and other duties which may be identified on an ongoing basis.

RESPONSIBILITIES

Staff Oversight

- Lead a team of twelve (12) teachers and the Preschool Business Manager
- Interview, hire and guide new teachers and support staff
- Observe teachers and advise on their classroom leadership, team collaboration, curriculum implementation, parent relationships and adherence to the mission of the Preschool
- Work with staff to set individual goals and education plans
- Conduct formal performance reviews and lead regular staff meetings
- Identify personnel problems and take appropriate action as deemed necessary

Student Recruitment and Enrollment

- Develop marketing, advertising and recruitment plans as needed to maintain optimal school enrollment (Assisted by Business Manager)
- Conduct tours for prospective families and organize all marketing and enrollment materials

Communication and Parent Relations

- Author the Parents' Weekly Bulletin and other communications to parents as needed
- Serve as the primary point of contact for the Room Parents
- Draft and disseminate Parent Surveys (mid-year and year-end) and solicit feedback to continually improve the program
- Maintain the Preschool website and other social media presence (Assisted by Business Manager)

The CHT Parish Community and Church Relations

- Serve as liaison between the Preschool and the Church community, articulating priorities and concerns, and maintaining open and ongoing communication between the two
- Advocate on behalf of the Preschool, ensuring it is a visible and vital ministry of the Parish
- Provide information about the Preschool, including a brief monthly report, to the Preschool Board and Church Vestry, and a written annual report to the Parish
- Work effectively with the Church staff regarding scheduling of events, the physical plant and personnel

Business Management

- Prepare the annual operating budget (income and expenses), tuition plan and staff compensation plan (Assisted by Business Manager and volunteer Treasurer)
- Identify annual fundraising needs to the Preschool Board, Head of School and Vestry
- Work with the Preschool and Church Treasurers, Head of School and Preschool Board to monitor the Preschool's bank accounts
- Plan for equipment purchases as well as playground and accreditation expenses (Assisted by Business Manager)
- Serve as Chair of the Financial Assistance Committee to oversee the approval and distribution of need-based grants
- Work collaboratively with the Church Property Committee, Preschool Board, Head of School and Vestry to identify and oversee Preschool property needs and capital improvement projects
- Oversee the annual Preschool Calendar, schedule school fundraisers, community-building/social events, Parish events and local town events

Organizational Leadership

- Serve as an organizational leader, maintaining professional relationships with the Head of School, Preschool Co-Chairs and Board, Church Leadership and Staff. In so doing:

- Attend regular status meetings with the Head of School
- Attend weekly CHT Church Staff Meetings (once a week, morning)
- Attend monthly Preschool Board meetings (September-May, morning)
- Attend monthly CHT Church Property Committee Meetings
- Attend and present at two (2) evening Vestry meetings (October and May)
- Attend two (2) evening Preschool Subcommittee meetings (September and March)
- Attend CHT Church Annual Meeting (morning, typically the first Sunday in February)
- Organize and attend the Financial Assistance Meeting (December)
- Serve as member of the Preschool Board Nominating Committee
- Attend Preschool events such as Back to School Night, Fall Picnic, Preschool Sunday, Spring Picnic and other scheduled fundraising activities as needed

Health Standards

- Ensure that child and teacher health documents are in order
- Oversee the planning and preparation of nutritionally-sound daily snacks
- Keep the school environment healthy and safe in accordance with licensing and NAEYC standards
- Set and oversee Emergency and Diapering plans
- Schedule training required by state licensing such as First Aid, CPR, Medication and Epi-pen, and the training required by federal OSHA standards

NAEYC Accreditation and Professional Development

- Supervise and maintain NAEYC accreditation standards
- Maintain current membership in NAEYC, NAES and the local Preschool Directors' group
- Oversee the Preschool's adherence to the Office of Early Childhood licensing standards and file reports as required
- Seek the expertise of other professionals and experts (including early childhood, social services, health and NAEYC accreditation support professionals, CHT clergy and staff, artists, psychologists and other early childhood experts) to enhance the quality of the Preschool and ensure the curriculum is adequately preparing its preschoolers for kindergarten through training and consultation

QUALIFICATIONS AND SKILLS

- Bachelor's degree or higher in Early Childhood Education (ECE), Child Development or a related field (Master's Degree is preferred.)
- Have, or be working toward, the Head Teacher Certificate
- At least three (3) credits in ECE administration (may be completed within one year of being hired)
- Three (3) to five (5) years of classroom teaching experience
- At least one (1) year of supervisory or program administration experience
- Knowledge of NAEYC accreditation and state licensing procedures
- Skill in the admissions process (including recruiting new families)
- Outstanding communication and interpersonal skills
- Proven leadership, as well as managerial and organizational skills
- A track record for being flexible, approachable and inspiring positive collaboration
- Demonstrated ability to relate sensitively to children, parents and staff
- Openness to, and interest in, the spiritual formation of children
- Computer and email proficiency
- Basic financial management skills
- Knowledge of Excel or QuickBooks is a plus

OTHER NOTES

- The Preschool is looking to fill this position for the 2017-18 school year, with an approximate start date of May or June of 2017
- This is a full-time position and the school day runs Monday through Friday from 8:30am-2:00pm. Although the Preschool is not in session over the summer, the Director is expected to respond to emails and phone messages, and to be available to conduct tours, during that time
- Competitive salary based upon experience and education level. Medical, disability and pension benefits are available
- Full details regarding work hours, paid vacation, salary and benefits will be addressed during the interview process and upon offer of employment
- Christ & Holy Trinity Church and Christ & Holy Trinity Preschool do not discriminate on the basis on race, color, gender, sexual preference, religion or national or ethnic origin.

HOW TO APPLY AND REQUIRED APPLICATION MATERIALS

To apply, please email the following materials (in PDF or Word format) to the Search Committee at **CHTPreschoolSearch@gmail.com** by February 1, 2017:

- Complete resume, including all schools, degrees and positions held
- One- to two-page personal statement describing qualifications, educational philosophy and salary requirements
- Three professional references
- Background check and fingerprinting (semi-finalist candidates only)

Please, no phone calls at this time. Principals only; no recruiters.