

Preschool Director Position

Organization: St. David's Day School

Location: 4700 Roland Ave.
Baltimore, MD 21210

Description and Details

St. David's Day School is a co-educational preschool owned and operated by the Vestry of St. David's Episcopal Church, enrolling approximately 90 students in classrooms for 2 year-olds, 3 year-olds, 4 year-olds, and Kindergarteners. St. David's strives to provide a positive educational foundation by offering a gently structured program which celebrates each child as an individual. The preschool is dedicated to introducing young children to the joys of learning through a developmentally appropriate curriculum. Recognizing that young children learn best through play and hands-on experiences, students are encouraged to explore, to express themselves, and to become ready for future schooling through individual attention to all aspects of early growth and development: intellectual, emotional, spiritual, social, and physical.

The Director is ultimately responsible for the effective, fiscally efficient, daily operation of the Day School, including implementing policies as outlined in the Parent Handbook, conducting all staff hiring and supervision, and ordering supplies. Other specific responsibilities and activities of the Director include:

- Overseeing admissions procedures such as communicating with prospective families, providing tours of the preschool, and making admissions decisions
- Communicating with students' families through monthly newsletters, emailing reminders and information to parents, greeting students each morning, and participating in parent conferences as needed
- Overseeing the Day School's ongoing compliance with all state and federal regulations by maintaining records for children and teachers and by completing 12 hours of continuing education per year
- Participating in quarterly Day School Board meetings and school sponsored functions like the annual Family Picnic and St. David's Bazaar
- Maintaining a working relationship with the church Rector and other staff members by attending bi-weekly church staff meetings

Qualifications and qualities candidates should possess include:

- Bachelor's degree. Master's degree or post-graduate study in a field related to education or child development is an advantage, but not required.
- Work experience in an educational setting or in a position involving the care of young children
- Excellent organizational and communication skills
- Ability to interact effectively and positively with students, parents, Day School staff, and Church staff
- Flexibility, optimism, and a sense of humor

Qualified candidates need not be deeply knowledgeable about the beliefs and practices of the Episcopal Church, but must demonstrate an openness to the inclusion of some religious-based practices within the Day School (e.g., students attending a short, weekly chapel service lead by the St. David's Rector, students performing an annual school Christmas pageant, students routinely reciting grace before eating their snacks).

Review of resumes will begin immediately and continue until the position is filled.

Interested candidates should apply with a cover letter, resume, and any specific salary/benefits requirements by emailing these to the Search Committee at DirectorSearch@stdavidsrolandpark.com.

A link to this job posting also is available on the St. David's Episcopal Church website, stdavidsrolandpark.com. A search committee will review candidate information and will contact those candidates it is interested in interviewing for the position.

Note: In accordance with established personnel policies of The Episcopal Diocese of Maryland, the successful candidate for this position will be required, prior to employment, to undergo a professionally conducted Background Check of criminal, credit, and driving records, Social Security match, and sex offender registry.

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