



## **Director of the Preschool for the Arts at St. Anne's (PASA)**

St. Anne's Parish is seeking an early childhood leader to serve as the next Director of the Preschool for the Arts at St. Anne's (PASA) to begin June, 2025. Reporting to the St. Anne's Parish Rector, PASA's Director oversees the day-to-day operations of a vibrant and beloved Christian early childhood program (130 students enrolled; two-year-olds, preschool, and pre-kindergarten) in beautiful historic Annapolis, Maryland, fostering a nurturing and enriching environment for students, families, and faculty. This position is responsible for leading an early education program that supports student growth and aligns with the school's mission to "nurture the development of the whole child with an innovative pre-academic curriculum that inspires a love of learning through the creative arts." The Director collaborates closely with the school's Business Manager and advisory board to hire and supervise, mentor, and support faculty in implementing a developmentally appropriate curriculum.

### **Key Responsibilities**

**Leadership** - The Director ensures a safe, nurturing, joyful, pre-academic setting for children to grow and develop by setting a positive leadership tone, developing faculty and staff, overseeing the operation and curriculum of the school, and leading the school community with warmth, professionalism, and integrity.

**Program enrollment** - The Director works with the Business Manager to facilitate all aspects of the admission and enrollment process for new PASA applicants and returning students and their families. This includes serving on the admission committee, determining class placement for students, promoting the program at admission and retention events, and helping to create, review, and update marketing content as needed.

**Student support** - The Director promotes a whole-child approach and supports teachers in addressing each student's physical, emotional, cognitive, and social development. Additionally, the Director works closely with individual families to build strong partnerships and serve as a resource during their child's early education.

**Faculty oversight and support** - The Director provides guidance and oversight for teachers in designing curriculum and learning experiences that meet the needs of all learners, creating a positive, inclusive classroom culture. The Director also offers support to faculty, serves as a

professional coach and mentor in addressing student behavioral and academic challenges, and facilitates communication with families to support student growth throughout the year. The Director is responsible for hiring and managing faculty, and providing formative feedback and performance evaluations in order to promote a high quality educational experience and a positive culture of professional growth.

**Community building** - The Director leads parent education initiatives, holds individual parent meetings as needed, and, in collaboration with teachers and the Business Manager, plans and hosts special events and traditions, including Thanksgiving feasts, an annual Christmas program, class parties, playground playdates, and graduation. The Director also liaises with Parish leadership to promote connections between PASA and other ministries of St. Anne's Parish, and to advocate for and represent PASA to the Parish vestry and broader St. Anne's community.

**Administrative/IT duties** - The Director manages programmatic compliance and plans, develops, and implements the annual budget in partnership with the Parish Treasurer and School's Business Manager. The Director supervises school building operations, partnering with the Parish facilities team, and is able to implement projects and systems for curricula, evaluation, and other programming initiatives. These efforts include ongoing engagement with a variety of IT platforms including MS Office, Brightwheel, and Squarespace.

**Professional development** - The Director maintains an understanding of recent research to ensure the PASA program and pedagogy reflect best practices in early childhood education and facilitates ongoing professional development opportunities for faculty which allow for team-building, collaboration, and the promotion of a positive professional climate and excellent early childhood program.

**Communication** - The Director oversees and/or generates community communications, including weekly content for school families, seasonal updates, and special notices, ensuring timely and clear information is shared with families. The Director maintains a visible presence throughout the school community, and engages regularly in public speaking. A high capacity for customer service through engagement with parents, parishioners, and neighbors is essential.

**Summer programming** - The Director coordinates with the Business Manager and key faculty to develop and oversee several weeks of PASA summer programming.

### **Qualifications**

- Bachelor's degree in relevant field required, advanced degree in education preferred
- 3+ years of leadership and supervisory experience preferred
- Strong leadership, communication, and interpersonal skills
- Experience in early childhood education
- Proven ability to build and maintain strong relationships with children, families, and colleagues
- Demonstrated success with program design and implementation

### **Application**

Interested candidates should submit a cover letter and resume to the search committee at:

[pasa.advisory@stannes-annapolis.org](mailto:pasa.advisory@stannes-annapolis.org)