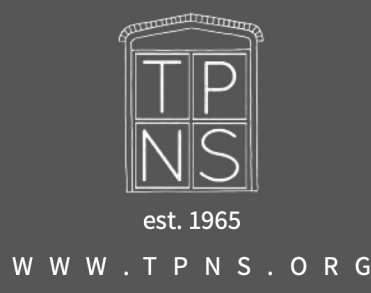


# Trinity Parish Nursery School



## Opportunity Statement



Trinity Parish Nursery School (TPNS) seeks an established and caring leader to serve as Director of a beloved, highly respected Episcopal pre-school. Extensive early childhood learning experience and strong communication, organizational and technical skills are required for leadership and administration. A compassionate spirit is sought for the nurturing of staff, students and parents.

Located in the heart of a village established on Long Island Sound in 1639, Trinity Episcopal Church of Southport has long been a center of worship and learning.

As part of the greater mission of Trinity Church, TPNS has continuously served children of the parish and the greater community since its founding in 1965. TPNS provides experiential learning and a values-based education to approximately 125 students ages two through five in a bright and modern facility.

The Director is a member of the church leadership team and reports to the Rector and the School Advisory Board with the consent of the church Vestry.

TPNS is a member of the National Association of Episcopal Schools.

## Mission Statement

Where children are valued for their ability to do meaningful work, their wonder and curiosity, their perspectives and ability to play.

Where families are valued for their bonds and traditions, their commitment to work, home, and community, their dreams for their children, and ability to play.

Where staff are valued for their vision, their delight in children, their skill, heart, and knowledge, a commitment to families, and ability to play.

We cherish what we learn from each other.



## Philosophy

TPNS is committed to offering children a safe and nurturing environment that promotes physical, social, emotional and cognitive development. Our philosophy is based upon active learning. It is our belief that children play to learn and learn to play. It is through their play that children learn about themselves and others, and through this they come to a better understanding of their physical world.

We want each child's school experience to be a positive one, filled with activities that are both valuable and challenging. Our program is aimed at teaching children "how" to think, rather than "what" to think. Our goal is to "form" the mind rather than to "fill" it.

We offer experiences that encourage respect for others, cooperation, negotiating, problem-solving, making choices, and the development of a positive self-image. We encourage independence when tending to children's personal needs and support the child in assuming responsibility. Many of these concepts are learned through our play-based curriculum. This provides a solid foundation for future learning and skills that will last a lifetime.



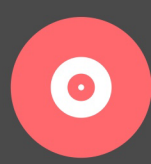
## School Strengths

- 01 Well-established and well-respected in the community
- 02 Excellent reputation for preparing children for kindergarten
- 03 A dedicated teaching staff with many seasoned and long-term teachers
- 04 Full enrollment and a waiting list most years
- 05 Fully-renovated (2013) and well-secured facilities
- 06 Located in peaceful Southport Village with convenient transportation options
- 07 Rooted in Episcopal identity and values



## Possible challenges for the next Director

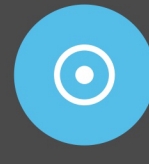
Maintaining high-quality staff and facilities without increasing tuition significantly



Expanding racial and socio-economic diversity



Strengthening the collaborative relationship between the school and the church



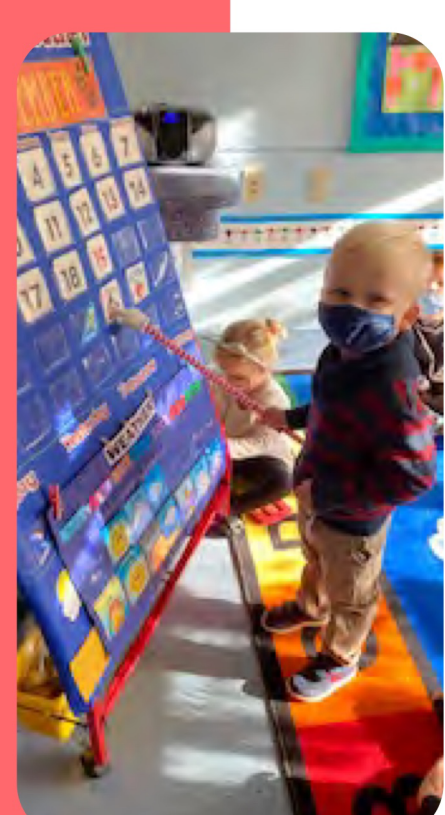
## The Position

The Director is responsible for the day-to-day and long-term successful operation of the school. The Director reports directly to the Rector and the School Advisory Board with the consent of the Vestry of the church and is directly responsible for:

- Administration and operations of the school
- Employment, supervision, and retention/dismissal of all school personnel
- Academic life and disciplinary affairs of the school
- All communications with students, parents, alumni, and general public regarding school matters
- Articulating and interpreting TPNS's philosophy and policies
- Providing an appropriate child-centered curriculum for all children geared toward educating the whole child
- Seeking out and providing opportunities for staff professional development and parent education
- Knowing and being known to each TPNS family and serving as a resource for them
- Complying with state licensing requirements
- Maintaining membership in the National Association of Episcopal Schools
- With the Rector, coordinating TPNS's relationship with Trinity Church to facilitate the school's administration and operations and provide students with opportunities for spiritual development



## Personal and Professional Characteristics



- 👍 Caring, courteous and open-minded
- 📋 Organized
- ✅ Passionate about child development and education
- 🔊 Strong communicator
- 💰 Familiar with financial and budget processes
- 🔧 Adaptive, creative, strategic, and visionary
- ☑️ Digital literacy with working knowledge of social media and cloud platforms
- 🖥️ Proficient with office computer applications - e.g. MS Word, Excel and email
- 🧡 Respectful of religious and cultural background while operating in an inclusive Christian setting
- 📶 Collaborative and collegial, able to earn and maintain the trust of school and church staff

## Qualifications and Application Process

Qualified and interested candidates should submit via email to [directorsearch@trinitysouthport.org](mailto:directorsearch@trinitysouthport.org) the following materials:

- Cover letter expressing interest in the position
- Current resume
- One-page statement of educational philosophy and practice
- Three professional references with name, phone number and email address  
*(references will only be contacted with the candidate's permission)*

📖 B.A. or B.S. degree or higher, Masters Degree strongly preferred

🌟 At least five years experience in Early Childhood Education or Child Development

## Position Details

This is a 12-month full-time position with generous vacation time

Competitive salary commensurate with experience

Benefits package includes pension and health care