**Job Description**

**Calvary Nursery School Director, Calvary Church, Stonington, CT.**

Director- 40 hours a week at Calvary Nursery School

Timing: School Year (Stonington Public School Calendar; additional 3 summer weeks).

Salary: $47-51K commensurate with education and experience

**Who We Are:**

Founded in 1994 by parents from Calvary Episcopal Church, Calvary Nursery School (CNS) offers a

transformative preschool experience informed by the respected and powerful teaching philosophies of Waldorf, Montessori, and Reggio Emilia to support each child's unique learning journey. Guided by values of faith, hope, love, service, and forgiveness, Calvary fosters an inspiring environment where children are encouraged to grow in confidence and curiosity. Play-based learning is central to the curriculum, allowing children to explore their world through purposeful yet unrestricted play in a safe and nurturing environment.

Calvary aims to instill wonder, respect, and responsibility in every child, fostering joy of learning and discovery. Calvary's program emphasizes natural aesthetics with thoughtfully crafted toys and an appreciation for nature and seasonal traditions. A partnership with New England Science and Sailing (NESS) enhances this approach, integrating NESS's values of inclusiveness, experiential learning, personal growth, and stewardship. Children also enjoy enrichment activities, such as Music & Movement with Miss Poppi’s Planet, community outings, and adventures around historic Stonington Borough.

As a member of the National Association of Episcopal Schools, Calvary Nursery School integrates values and respect for worship in its program. Calvary Nursery School welcomes and encourages children and staff of all backgrounds and traditions, with no denominational expectations or requirements.

The Director of Calvary Nursery School is the manager of the school and supervises the overall operation of the school subject to State requirements and NAEYC guidelines. The Director is responsible for working effectively with the CNS Board, creating and following the CNS Bylaws, and closely collaborating with the Vestry and the Rector (pastor) of the Calvary Church. The Director is always mindful of the rituals and traditions of the Cavalry Nursery School, and leads the effort to maintain the rich history of the school. The Director manages admissions enrollment and registration. The Director manages the school budgets and finances, and oversees the recruitment, hiring, training and evaluation of staff members. The Director works on development, marketing and communications, and long-term planning. The Director shall meet educational and experience criteria as outlined by the National Association for the Education of Young Children.

**General Responsibilities:**

**General:**

* Support and promote the philosophy and mission of the school, and maintain traditions. Uphold the NAEYC Code of Ethics and the characteristics of an Episcopal School (NAES).
* Be prepared, ready, and competent to teach in the classrooms, in collaboration with other teachers, whenever necessary, including when substitute needed.

**Health and Safety:**

* Adhere to all health and safety policies and procedures; manage complete and current health records. Maintain relationship with Health Consultant(s).

**School Management:**

* Manage the school and school operations. Ensure all policies, procedures, and regulations are followed and up-to-date on the state and local levels. Manage accurate and required record keeping for classrooms and teachers.
* Manage the campus; ensure supplies, safety measures, and equipment are sufficient and in working order.
* Assume fiscal responsibility. Design and manage budget in collaboration with CNS Treasurer and CNS Chair of the Board and report as required to Church Vestry and Treasurer.
* Purchase equipment and supplies. Communicate with staff regarding inventory of classroom, required materials and learning tools.

**Director of Staff:**

* Recruit, interview, hire and train teachers. Manage staff orientation.
* Motivate staff through collaborative planning; maintain training, certifications and professional development; evaluate and mentor individual teachers.
* Ensure that all Calvary Nursery School staff complies with ECCT Safe Church requirements (in coordination with Church Administrator).
* Supervise and support staff in curriculum and pedagogical planning in accordance with the policies, traditions, and philosophy of the school. Oversee staff work in evaluating students, their individual needs, and their progress in school. Support staff in parent interactions.

**Communication:**

* Demonstrate skill and experience in interaction with children; demonstrate respect and affection.
* In the spirit of mutual accommodation, communicate effectively with the Church Leadership

and CNS Board regarding the school, its facilities, grounds, and shared spaces. Communicate

regarding repairs and maintenance.

* Communicate effectively with the Church and the CNS Board regarding recruitment, hiring, training and evaluation of staff; also, scheduling, special school events, and administrative responsibilities.
* Take the lead in communication with parents -- orientation, CNS policies and procedures, referrals, consultation as needed, information about the Church events. Ability to interact professionally and authentically with parents.

**Planning:**

* Plan the CNS Yearly Calendar. Plan and coordinate the schedules of students and teachers for the upcoming year. Take the lead in strategic planning for the five- and ten-year outlook for the school, in close collaboration with the CNS Board and the Church.
* Coordinate curriculum and schedule with outside partner institutions, such as Stonington Library, NESS, and Ms. Poppi’s Planet.

**Scholarly Work:**

* Keep abreast of research and new developments in the early childhood field. Maintain active membership and involvement with the school’s partnership organizations.

**Student Concerns:**

* Demonstrate knowledge of children’s physical, emotional and developmental needs. Work closely with staff to make referrals for children and families with particular needs.

**Participation:**

* Lead the collaborative planning, management, and participation in school events, including Orientation, Family Picnic, May Fair, etc. Plan community outreach events. Represent CNS in local public events and arenas when required.

**Admissions and School Enrollment:**

* Promote CNS, recruit new students, and conduct tours and parent interviews. Create, collect, and organize for review the contracts, family handbooks, health forms, deposits, etc.

**Enrollment and Tuition System:**

* Manage and maintain Procare, a software system for enrollment and tuition recording for child care centers.

**Experience and Qualities:**

● Teaching experience as Head Teacher preferred

● 3+ years working with preschoolers

● Flexibility and love of children: experience working effectively in classrooms with staff and children.

● Skills and Knowledge: Leadership and management in an educational setting

● Flexible Management Style. Work experience in rapidly changing and occasionally high

pressure situations; this position requires adaptability, open communication, problem solving, decision-making, and leadership.

● Manage Facilities: Ensure school security and safety -- with outside organizations (fire, police) and internally, managing school upkeep via active communication with Church and CNS Board. ·

● Communication Skills. Strong verbal and written communication skills essential for close working relationship with teachers, Church Leadership, and CNS Board.

● Academic Collaboration. Demonstrated interest in and knowledge of early childhood education and ability to work collaboratively with a team for effective planning of curriculum and pedagogy.

● Organization: Good organizational and management skills. Consistent, compatible, and reliable.

**Requirements: Education/Certifications**

● B.A. or B.S.in Early Childhood Education

● Masters or Ph.D. in related field encouraged

● CPR and First Aid Training (or willingness to obtain)

● Director License for ECE Program (or willingness to obtain within a year)