Logo

**Preschool Director Job Description**

***Our Community and Mission***

Christ & Holy Trinity Preschool (CHT) is a non-profit preschool for children ages two through five years old. We are fully licensed by the State of Connecticut, accredited by the National Association for the Education of Young Children (NAEYC), and a member of the National Association of Episcopal Schools ( NAES). For over 50 years, CHT has been blessed with a tradition of educational excellence supported by an engaged community of families. CHT is a ministry of Christ & Holy Trinity Episcopal Church of Westport (the Church), a vibrant parish of more than 700 members. The Preschool sits on the campus of the church in beautiful downtown Westport.

The mission of CHT is to enable children to become confident, independent, resourceful learners who are empowered to care for themselves, their community and our environment.  The core of our program is to provide a nurturing early childhood curriculum, set within the framework of a family-centered and 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.

***Our Programs***

CHT offers programs for children ages two through five years that are based on the Reggio Emilia approach which fosters curiosity and encourages children to collaborate, solve problems, and understand the world around them.  Our curriculum focuses on the CT Early Learning and Development Standards (CTELDS) and fosters learning and growth through an emergent, project-based curriculum.   In addition to social, physical, cognitive and creative development, we believe early childhood is a unique period when we can support the development of positive values. We strive to enable each child to grow into strong individual, who respect themselves and one another.

***Position Summary***

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

The Director is responsible for all aspects in the daily operation of the school, including curriculum development, staff hiring and management, marketing and communication, recruitment and enrollment, parent relations, budget development and oversight, purchasing of supplies and equipment, and other duties that may be identified on an ongoing basis.

The Preschool Director is a part of the Church leadership team and reports to the Rector, who serves as Head of School. The Preschool Director supervises a staff of up to twelve teachers and is supported by a Governance Committee, an Assistant Director, a part-time Business Manager and the Property Manager of the Church. Preschool enrollment is approximately 70 students from year to year.

***Responsibilities***

**Staff Oversight**

* Lead a team of 12 teachers, an Assistant Director and a Business Manager
* Interview, hire and guide new teachers and support staff
* Observe teachers and advise on their classroom leadership, team collaboration, curriculum implementation of a Reggio-based program, parent relationships and adherence to the mission of the school
* 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 & Enrollment**

* Develop marketing, advertising and recruitment plan as needed to maintain optimal school enrollment.
* Conduct tours for prospective families and organize all marketing and enrollment materials.

**Communication & Parent Relations**

* Author a Parents’ Weekly Bulletin and other communications to parents as needed.
* Serve as the primary point of contact for Room Parents
* Draft and disseminate parent surveys and continually solicit feedback to improve the program

**Church Relations**

* Serve as a liaison between the Preschool and the Church community and ensure that the Preschool is a visible and vital ministry of the Church
* Attend monthly Governance Committee meetings and provide a brief monthly report
* Attend the Church Annual Meeting a submit a brief (2 page) written report
* Work collaboratively with Church staff including the Property Manager, Associate Rector for Children & Families and Music Director

**Business Management**

* Work with the Governance Committee Treasurer and Business Manager to prepare an annual operating budget, tuition plan and staff compensation plan
* Identify annual fundraising needs to the Governance Committee
* Work collaboratively with Governance Committee and Property Manager to identify and oversee equipment needs and capital improvements
* Serve on the Financial Assistance Committee and oversee the approval and distribution of need-based grants
* Responsible for oversight of the Preschool calendar including two annual family picnics and a parent social event to foster community building.

**Organizational Leadership**

* Serve as organizational leader, maintaining professional relationships with the Head of School, Governance Committee and Church leadership and staff. In doing so, the Director is expected to attend the following key meetings and events:
  + Regular status meetings with the Head of School
  + Monthly Governance Committee meetings
  + Church Annual Meeting
  + Meetings as needed with the Treasurer and Governance Committee Chair
  + Preschool events such as Back to School Night, Fall Picnic, Preschool Sunday, Spring Picnic and other scheduled fundraising activities.
  + Monthly meetings with local Westport preschool directors

**Licensing Standards**

* Ensure that student and teacher health documents are in order
* Oversee compliance with all health code requirements in accordance with Federal, State and NAEYC licensing standards including scheduling of all trainings
* Maintain NAEYC accreditation status
* Set and oversee Emergency and Diapering plans
* Work collaboratively with nurse consultant
* Seek out expertise of other professionals to enhance the quality of the Preschool and ensure the curriculum is adequately preparing the students for kindergarten through training and consultation (including Early Childhood, Social Services, Health, NAEYC accreditation support, CHT clergy/staff, artists, psychologists, and other early childhood experts)

**Qualifications & Skills**

* Bachelor’s Degree (preferably in Early Childhood Education, Child Development or a related field). Master’s Degree is preferred.
* Three credits in ECE Administration (may be completed within one year of being hired)
* Three to five years of classroom teaching experience preferably in a Reggio inspired program
* At lest one year of supervisory and/or program administration experience
* Knowledge of the NAEYC accreditation and state licensing procedures
* Skills in the admissions process (ability to recruit new families)
* Exceptional written and oral communication skills
* Proven leadership, managerial and organizational skills
* A track record for being flexible, approachable and one who inspires positive collaboration
* Demonstrated ability to relate to children, parents and staff with appropriate sensitivity
* Computer and email proficiency
* Basic financial management skills
* Knowledge of QuickBooks, Excel and Google-based platforms is a plus
* Willingness to continually pursue classes for professional development as a director

***To Apply***

Interested candidates should provide a resume and cover letter to the Head of School, the Reverend John Betit at [jbetit@chtwestport.org](mailto:jbetit@chtwestport.org).