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# **Director**

St. Margaret’s Day School

Annapolis, Maryland

Reports to: Rector of St. Margaret’s Church

Responsible to: Board of Trustees for overall school operation and administration

Position classification: Exempt, full-time (12-month)

Compensation: Pay commensurate with experience

**Summary**

St. Margaret’s Day School seeks talented, energetic, and professional team player who will be responsible for leading, developing, and managing all aspects of both the day-to-day operations and long-term success of the school. This individual should embody the mission of St. Margaret’s Day School and strive to inspire and invigorate our school community for years to come. Our ideal candidate will be positive, respectful and form professional relationships with children, parents, colleagues, church members and staff, and the preschool community. This individual will assume the responsibilities for defining the school’s mission, communicating goals for the total school program, and overall Preschool and Kindergarten management to promote the development of each child's spiritual, physical, social, emotional, and cognitive development in a nurturing, hands on, innovative and critically thinking environment.

The Director must have the capacity to inspire, motivate, and lead others in a way that encourages student and family engagement and staff retention. The new Director will have a proven track record of demonstrated leadership. They will be energized by the unique possibilities embodied in the strategic vision for SMDS, while being committed to advancing diversity, equity, and inclusion and fostering an environment that equally welcomes, respects, and values everyone. The Director should display the highest level of integrity, confidence, courage, and conviction in leading SMDS. The Director will manage a staff of 20-25 and will be supported by an Assistant Director.

SMDS welcomes nominations and applications for an innovative, thoughtful, and inspiring leader to serve as its next Director effective July 1, 2022.

**Key responsibilities**

Reporting to the Rector of St. Margaret’s Church and the Chair of the St. Margaret’s Day School, the Director should be a strong professional who will support and sustain the positive morale of the faculty, be accessible and available to parents, adhere to health, safety, and emergency protocol while marketing the school to maintain enrollment and track/manage school financials. Specifically, the Director will lead the following six categories of responsibilities:

1. **Professionalism**

* Communicate effectively with students, staff, families, and the community, while maintaining confidentiality.
* Model conflict resolution by communicating directly with individuals. Use coaching, mentoring, and collaboration skills to develop solutions.
* Plan and engage in professional activities, which contribute to leadership development.
* Demonstrate knowledge of ages and stages of development as well as ESR-I. Demonstrate flexibility and openness to new ideas in school practices, and to develop and implement new and innovative plans.

1. **Faculty and Student**

* Responsible for the recruitment, orientation, supervision and evaluation of teachers and staff, as well as provide instructional leadership to the staff for development and implementation of curriculum.
* Determine and implement student placements, evaluations, services, and programs that provide for the needs of children, including aftercare. Then monitor and assess student achievement.
* Coordinate and supervise student activities, plan daily staffing schedules, and monthly school calendars.
* Responsible for observations of classrooms and collaborate with Assistant Director to develop action plans.  Responsible for evaluating classroom curriculum and environment to ensure that it meets the guidelines set by MSDE and NAEYC to support the child's spiritual, physical, emotional, cognitive, and social development.
* Responsible for oversight and maintenance of NAEYC accreditation, MD Excels Level 5, and MAEOE certification.
* Provide support and resources for staff on program development; assist in guiding and supervising staff through the process of communicating sensitive issues to parents and locating appropriate services for referral.
* Responsible for planning and executing a robust summer camp program, including registration, staffing, and camp oversight.

1. **Parents**

* Responsible for establishing and sustaining a sense of community through parent involvement and promoting parent retention.
* Serve as a resource for families offering articles, parent boards, newsletters, and community contacts.
* Responsible for planning and leading center events, parent trainings and educational programs.

1. **Health and Safety**

* Supervise faculty in documentation of all accidents and notify parents in a timely fashion.
* Follow state regulations regarding incidents of abuse or neglect.
* Monitor and work in cooperation of St. Margaret’s Church administrator to oversee the maintenance of facility, equipment, and supplies to ensure safety.
* Maintain CPR and First Aid certifications.

1. **Marketing**

* Manage advertising, conduct parent tours, participate in marketing events to ensure high enrollment with wait lists.
* Enroll families and assist in orienting new families.

1. **Financial**

* Manage SMDS budget and work with bookkeeper in processing and submitting payroll.
* Manage tuition payment process and records.
* Apply for grants to offset costs for the school, whenever appropriate.
* Assist the Board of Trustees with the responsibility for the business management function of school finances.

**Qualifications**

* Bachelor's degree in education – master’s degree preferred.
* 5 years of experience in school administration
* Highly engaged and collaborative leader with a deep understanding of early education.
* Strong communicator with excellent problem-solving skills and discretion.

Requested application materials include a letter of interest, curriculum vitae, and professional reference list. References will not be called without explicit permission. Although applications will be welcomed until a new Director is selected, for best consideration all candidates should submit materials by November 12, 2021, to the following address: smdstrustees@gmail.com

**Additional Information**

St. Margaret's Day School (SMDS) is located on the lovely, historic campus of St. Margaret's Church in Annapolis, Maryland. SMDS currently operates pre-primary (24-36 month), primary (3-6 years) and Kindergarten with three staff members in each classroom: a degreed teacher and two assistant teachers. Currently, SMDS employs approximately 25 staff and has a student enrollment of 142. Accredited by the National Association of the Education of Young Children and MD Excels, SMDS offers a comprehensive program dedicated to the personal development and growth of each child through a curriculum of creative play and developmentally appropriate activities. A young child needs to have the opportunity to grow in relationships with other children of similar ages socially, emotionally, physically, intellectually, and spiritually. These goals are best achieved in a warm, open learning environment, facilitated by professional, caring adults.

All SMDS classes incorporate STEM activities and nutritional "Eat to Live" philosophy into daily lessons. SMDS’s growing Outdoor Classroom enhances all lessons and curriculums. The kindergarten uses the McGraw Hill Reading series and the Harcourt Brace math curriculum. Throughout the school year, SMDS offers multiple opportunities, at various times in the day and evening, for families to participate in their child’s school experience.