



Educating the whole child for success.

The mission of St. Matthew's Preschool, in partnership with St. Matthew's Episcopal Church, is to provide preschool students with a vibrant and developmentally appropriate early childhood program that addresses all areas of learning – social, intellectual, spiritual, and physical – in a nurturing and supportive environment.

Job Description: Preschool Director of St. Matthew's Preschool, Bedford, NY

As an educational leader, the director is expected to forge a vision for the preschool while also making executive decisions about management. In addition to preparing each child for educational progression to kindergarten, the director should also establish programming to support the social and emotion growth of children.

It is expected that the director will continue to develop by staying abreast of current of literature in the field, attending workshops/conferences and observing other preschools. This director is also a mentor to all teachers, especially those who are beginning their careers.

As head of the preschool, it is the director's responsibility to establish a culture of welcome, inclusiveness, collaboration, high ethical standards, respect and open communication.

Reports: Rector and Preschool Commission

Duties and Responsibilities:

Leadership

- Model the values and mission of St. Matthew's Church and Preschool in the curriculum, policies and working environment.
- Create curricula (play-based and emergent) and standards that support creativity, best practices and age-appropriate learning.
- Oversee the daily operation of the preschool.
- Supplement the curricula with special offerings for children, i.e. music, naturalist.
- Plan professional development activities for teachers.
- Supervise staff including providing regular reviews and feedback.
- Prepare the school calendar including special events, celebrations and parent activities.
- Work collaboratively with teachers and parents to support open and frequent communications about the activities and progress of their children.
- Work closely with and actively support the PTA.

Administration

- Prepare the annual budget, including setting the tuition, for approval of the Preschool Commission.
- Manage the annual budget and prepare teacher contracts.
- Ensure that the teachers have the supplies and support needed to be successful in the classroom.
- Work with the Preschool Commission to obtain and keep active registrations, permits, licenses and/or approvals necessary for the operation of the preschool, as well as seek accreditations which serve to validate the quality of work of the preschool.
- Ensure that the preschool facilities are well-maintained and safe for children and oversee the use of the facilities and grounds of the church consistent with its guidelines.

Job Requirements

- Education: Preferably Master's Degree in Early Childhood Education or equivalent, but consideration is given to exceptional experience.
- Experience: minimum of 3 years as Director or Assistant Director (see above).
- CPR and First Aid certificates
- Proficient in Word, Excel, Publisher, and preferably, website maintenance and social media
- Start: July/August 2022 for fall 2022.

Submissions and Deadline

Please submit your resume with a brief letter stating the reason for your interest in applying for this position to: preschool@stmatthewsbedford.org. Applications will be reviewed on a rolling basis until the deadline of March 18, 2022. Applications will be received in confidence.