



# Director, Christ Church Nursery School

30 East Lane, Short Hills, NJ 07078  
[www.christchurchnurseryschool.org](http://www.christchurchnurseryschool.org)

*Helping children embrace learning with curiosity, enthusiasm and confidence!*

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## **OUR MISSION**

Established in 1962, Christ Church Nursery School (CCNS) has played an active role in the education of young children for 60 years. A highly-regarded preschool, CCNS serves 180 children from ages 6 months through 6 years throughout the school year and also offers a six-week summer program. The school is sponsored by Christ Church in Short Hills and welcomes children of all faiths. Our challenging curriculum follows the Preschool Teaching and Learning Standards set by the New Jersey State Department of Education.

We encourage children to embrace a love of learning with curiosity, enthusiasm and confidence. We believe that children are eager to learn and learn best through exploration and appropriate hands-on learning experiences. We offer a wide variety of activities that contribute to the physical, social, emotional, spiritual, cognitive and communicative development of the child. We are also proud of our well educated and trained staff, small class sizes, and diversity. CCNS has strong support from the Christ Church Rector and leadership as well as a thriving Parent Association (PACCNS). Children at CCNS thrive as they grow, learn and experience the joys of childhood in a group learning environment!

## **POSITION SUMMARY**

We are actively seeking a qualified Director who will oversee the daily operations and administration of the preschool. The successful candidate will have extensive experience in the field of early childhood development with prior leadership experience. The Director's responsibilities include, but are not limited to: recruitment of staff, student enrollment, staff and licensing regulations, property maintenance (with support from the church), marketing and communications, relationships with parents, and financial oversight.

The ideal candidate will be nurturing and supportive of play-based learning. The Director should possess excellent interpersonal and communication skills and a genuine love for children. The Director will uphold the vision of the preschool with pride and ensure that CCNS meets the relevant standards set by the state. Ultimately, the Director will determine the needs of the preschool, protect the health and safety of children and work closely with Christ Church and the CCNS Governing Board.

## **KEY RESPONSIBILITIES**

- Program Development
  - Develop or modify curriculum to meet the needs of enrolled children and remain current with developments in the field and New Jersey State requirements and standards.
  - Establish and support a curriculum that embraces the beliefs held by Christ Church while maintaining a fun, educational and age-appropriate environment in accordance with the mission statement.
- Staff Supervision/Employee Relations:
  - Lead the preschool staff in the operation of the preschool, including day-to-day operations and special events.
  - Hire, train and supervise the preschool staff.

- Plan, organize and promote professional development, training, and staff meetings.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development.
- Work to promote a positive and inclusive employee environment.
- Arrange for substitute help in the event of staff absences.
- Administration:
  - Handle day-to-day administration of the preschool, including the assignment of preschool staff responsibilities and utilization of office/classroom space and resources.
  - Ensure compliance with New Jersey State licensing requirements, and all other applicable county, state and federal laws, rules and regulations.
  - Serve as the primary point of contact with all governmental and regulatory bodies in connection with the preschool.
  - In conjunction with Christ Church and the CCNS Governing Board, define policies of admission, attendance, tuition and educational goals and establish all other necessary policies, procedures or rules pertaining to the operation of the preschool.
  - Plan and implement health and safety programs including universal health precautions, emergency procedures as well as facility and equipment safety. Ensure staff is trained properly in emergency procedures.
  - Coordinate and supervise daily activities of the school custodian.
  - Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.
  - Manage all aspects of student admissions by maintaining accurate records of students, including the appropriate health history, immunizations, allergies, and limitations of each child.
  - Maintain complete records pertaining to the operation of the school including necessary records for staff, government agencies, Governing Board and any other agencies as needed.
  - Update registration, release forms, drop-off forms, student handbook, etc, on an annual basis.
  - Oversee all office functions including payroll, accounts payable and receivable, tuition billing and payment, human resources, and purchasing.
  - Collaborate with Head of Winston School to coordinate use of shared space.
- Fiscal Responsibilities:
  - Operate Christ Church Nursery School pursuant to an approved budget, including collection of enrollment fees and tuition, purchase of routine equipment and supplies, and handling of routine banking transactions in accordance with established financial policies and procedures.
  - Oversee Finance Manager, budget planning and review process.
- Safety:
  - Establish processes to ensure the health and safety of students and staff.
  - Ensure building complies with local, state and federal laws.
  - Conduct safety checks around the building.
  - Select and purchase equipment, supplies and materials as needed and as approved in budget.

## **BACKGROUND AND EXPERIENCE**

- Minimum of a Bachelor's Degree in early childhood education, education, or a closely related field with a Master's Degree preferred.

- Prior experience in early childhood education and in an administrative position working with children. A strong understanding of child development.
- Strong administrative, management, and supervisory skills.
- Excellent interpersonal and communication skills with teachers, parents, students, and the governing board. Ability to foster a team environment amongst multiple stakeholders and create a warm, welcoming environment.
- Passionate educator. Commitment to excellence and new educational approaches.
- Familiarity and efficiency with relevant technology.
- Strong finance and budgeting skills.
- Infant/child CPR and First Aid certification.
- Must clear a full background check.

## **CRITICAL LEADERSHIP CAPABILITIES**

- **Integrity and Character**
  - Honest, trustworthy, and reliable. Acts in a morally consistent manner.
  - Leads with humility, compassion, curiosity, and intellectual engagement.
  - Instills trust and respect from the students, staff, parents, and community.
  - Warm and nurturing disposition. Helps others to reach their full potential.
  - Works to promote a thoughtful environment in regards to inclusivity and diversity.
- **Strategic Thinking**
  - Has a clear vision for the future and an enduring appreciation for Christ Church Nursery school's values, religious foundation, and community commitment.
  - Consistently works to translate the church's mission/purpose statement into the priorities of the preschool.
  - Cognizant of the disruption in the education space and the world at large and explores innovations that will strengthen the programs and further differentiate CCNS.
  - Makes critical choices to move CCNS forward, matches resources with program goals, and measures impact to ensure success.
  - Communicates and clarifies the long-term direction of the preschool to all stakeholders and articulates the means by which success will be measured.
- **Communication & Collaboration**
  - Creates an open and inclusive environment in which both students and employees will thrive and learn.
  - Empathetically engages with and learns from CCNS's various constituents (staff, children, parents, teachers) with genuine caring and interest.
  - Seeks and creates opportunities to strengthen connections among the students, teachers, staff, parents, community, and church.
  - Maintains communications with parents of current and prospective students through direct conversation, newsletters and parent handbook, and social media platforms; implements community outreach activities to promote positive community relationships.
  - Works positively within a parent-participation school environment and promotes an atmosphere of community and cooperation among all interested parties.

## **BENEFITS**

- Competitive salary based on experience
- Includes a 403B
- Paid vacation

## **APPLICATIONS**

Email your cover letter and resume, or direct inquiries to [office@christchurchshorthills.org](mailto:office@christchurchshorthills.org)  
*Applications will be considered through April 5, 2022*