



Head of School for Christ Church Preschool

Christ Church Preschool at Christ Episcopal Church in Ponte Vedra Beach, Florida, seeks a passionate and experienced Head of School to lead our preschool program.

Over the last seventy years, Christ Church Preschool has educated generations of Ponte Vedra Beach's young children in its loving, nurturing, and academically rigorous program. The Preschool's mission is to provide an outstanding education for each child through a focus on play-based learning and developmentally appropriate intellectual stimulation. We believe that children's first years of school should be brimming with joy, growth, and wonder.

Our ideal candidate is a visionary leader with a strong background in early childhood education who can implement educational programs which nurture the emotional, intellectual, and spiritual development of each child while fostering strong collaborative relationships among faculty, children, parents, and the Christ Church community. He or she needs strong leadership and communication skills along with a warm and nurturing disposition.

Primary Duties and Responsibilities

Administration and Business Management

- Oversee daily operations of the Preschool
- Report to the Preschool Board on school matters
- Develop and manage the annual Preschool budget
- Manage purchasing and supervise maintenance of the school campus
- Provide leadership in planning for the future of the school
- Maintain standards and reporting for accreditation and licensing
- Supervise and coordinate with the Assistant Head of School and Assistant Business Office Manager
- Set policies and procedures in coordination with the Preschool Board
- Serve a public role as the face of the Preschool
- Manage the school calendar and direct any special events
- Develop and oversee emergency preparedness plans, drills, training, incident reporting, and health and safety programs
- Establish necessary policies, procedures, and rules pertaining to the operation of the Preschool
- Keep and maintain records pertaining to the administration and operation of the Preschool

Marketing and Enrollment

- Develop marketing, advertising, and recruitment plans to maximize school enrollment
- Manage the enrollment process and admissions inquiries from prospective families
- Define policies of admission, attendance, tuition, and educational goals
- Develop a strong rapport with the larger Ponte Vedra Beach community

Faculty

- Screen, interview, and hire new employees
- Manage staff evaluations
- Organize professional development opportunities for all staff and approve professional development for individuals
- Support faculty and staff

Education and Program Development

- Plan and supervise curriculum to meet the needs of the students
- Remain current with developments in the field of early childhood education
- Along with the Preschool Board and the Rector, develop long term plans to facilitate the growth of the Preschool

Communication and Family Relations

- Facilitate positive relations among faculty, families, Christ Church, and the Ponte Vedra Beach community to create an atmosphere of community and cooperation among all interested parties
- Develop communication strategies to keep families informed of relevant information
- Serve as the primary point of contact for parents and families
- Ensure the website and social media platforms are maintained and used regularly

Church Relations

- Reports to the Rector and is employed by Christ Episcopal Church
- Collaborates with the Associate Rector
- Work closely with the Rector for children and families
- Be accountable to the Vestry
- Serve as the liaison between the Preschool and Christ Church

Qualifications

- Previous leadership experience, preferably within school administration
- Degree in early childhood education or equivalent experience (Masters degree preferred)
- Must have (or complete prior to employment) the Director's Credential through the State of Florida's Department of Children and Families
- Familiarity with the National Association for the Education of Young Children standards is ideal

Job Title: Head of School

Department: Administrative Office

Reports to: Christ Episcopal Church

FLSA Status: Exempt