



JOB DESCRIPTION OVERVIEW

Position Title: Director of Preschool and Kindergarten

Educational Level: Four-Year Degree

Reports To: SMES Head of School

Employment Hours:

Monday, Tuesday, Thursday: 8:15 a.m. – 3:15 p.m.

Wednesday: 8:00a.m.-3:00p.m. (possible rotation of extended hour to 4:30 periodically)

Friday 8:15 am - 12:15 pm.

Work Calendar: 11-month School Year and Summer for proactive leadership planning and preparation. (w/ Modified Summer Hours)

School Mission and Values

Saint Michael Episcopal School's mission is to provide a nurturing, individualized, inclusive early childhood experience that is based on our four pillars - Love, Faith, Education, and Service.

We offer a curriculum to stimulate children's intellectual and spiritual growth with activities that foster creative thinking, develop strong character, and build a foundation in faith.

SMES seeks an outstanding educator for our Preschool and Kindergarten division whose duties and responsibilities are as follows:

Position Purpose and Summary:

- The Director of Preschool and Kindergarten Division manages and conducts the administration of the day-to-day operations of the division and collaborates closely with the Head of School. The Director also serves as a mentor to seasoned and new teachers/staff, responsible for curriculum, professional development and continuing education hours required; the oversight of well-being of students, teachers and staff and works with other administrative team members to ensure the effectiveness of the division and its alignment

with the Toddlers/Twos division, school mission, policies, procedures, and requirements of Texas Childcare Licensing (DCHHS). This position has an important role in the effective communication and development of strong relationships with parents to ensure a strong collaborative relationship between home and school for our young learners. This role has an important position to maintain an inclusive leadership style to further advance student, staff and parent community towards commitment of school mission.

To be considered for this position Saint Michael Episcopal School requires a resume and educational philosophy statement. The documents should be uploaded to your application when you apply. Also, two professional and one personal reference must be included in the application.

Essential Responsibilities and Functions

- Works directly within the division to initiate, implement, and oversee the day-to-day programs and activities of the Preschool and Kindergarten division and assumes the duties and responsibilities of the Director of Toddlers/Twos in his/her absence.
- Collaborates and works closely with the Director of Toddlers/Twos to ensure a cohesive school experience for students and an alignment and healthy work culture for SMES employees.
- Articulates the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed with respect to their individual roles.
- Serves as the mentor for newly hired teachers and seasoned teachers and conducts onboarding for new hires.
- Serves as the mentor and guide for high school interns from partnering schools
- Responsible for ensuring appropriate substitute teachers are placed in classes when primary teacher is absent.
- Assists in the recruitment and selection of new and replacement teachers/staff. Responsible for supervision, management and oversight of the Professional Growth and Evaluation Program and development of the division's teacher and support staff (inclusive of Specials Teachers)
- Assists in providing an orderly, controlled environment in which learning can take place in a school climate that is supportive and reflects high morale.
- Ensures that employees in the division are familiar with and adhere to school policies and guidelines in all areas of the school's operation including outdoor learning and recess.
- Works with the Director of Admission and other school personnel to recruit, retain students and engage in student admission observation/visits for SMES.
- Keeps the division informed of important information, events and educational programs within the division.

- Develop and maintain strong relationships with parents within the Division.
- Work closely and effectively communicate with parents on student issues.
- Provide regular communication to parents via Director's letter.
- Oversee division spending and expenses on supplies and continuing education. Assists in the preparation and maintenance of the operating and capital budgets.
- Conduct regular team staff meetings; ensures effective consistent communication of information that impacts the division's members, parents, and students.
- Responsible for oversight of curriculum and teaching material selections for the Preschool and Kindergarten division and provides guidance for supplemental learning materials (library books, materials, and other learning media additions).
- Responsible for creating and organizing staff appreciation opportunities for division and in conjunction with Director of Toddlers/Twos.
- Serve as facilitator for teachers with identifying students needing further individualized outside support and works closely with teachers to provide the best learning environment possible for these students.
- Ensures facilities are ready for the start of school each day.
- Completes preparations prior to school being in session and after the school session ends according to the school calendar as set by the Head of School.
- Serves as a facilitator to teachers in manners of classroom management, teaching methods and school procedures.
- Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, social-emotional and developmental challenges.
- Communicates with teachers, special class teachers and chaplains on a regular basis concerning the emotional and physical well-being of students within the division as well as integration of learning.
- Serve as a support to teachers and parents during conferences and other meetings as needed.
- Ensure all students' files are maintained accurately with updated progress reports or other necessary information.
- Review all evaluations written by classroom teacher prior to submission for any student with independent school applications.
- Supports and understands the Employee and School Handbooks and assists with revisions and updates, when necessary, of SMES policies and procedures.
- Participates in long range planning with administration, as well as the division's daily schedule and calendar.
- Assists in maintaining congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the SMES.
- Knowledgeable school computer management software.
- Provide high-level oversight of all social media posts from individual classes

- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic plan.
 - Understand operations budget accounts associated with the Preschool and Kindergarten Division
 - Support, participate and attend after hour school events such as Open House, Fund Raisers, New Family Gatherings, SMES Community gatherings but not limited to...
 - Work with the church leadership and facilities to ensure strong and healthy relationships
 - Appreciates the value of Episcopal culture and traditions
 - Values and upholds the Episcopal Identity
 - Other duties as assigned by the Head of School
 - Commits to the Employee Expectations and Standards of Professional Excellence and complies with Physical Requirements and Work Environment.
 - Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
 - This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
 - This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.
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Position Requirements

Bachelor's degree (early childhood focus preferred); Master's degree in educational leadership preferred

Minimum of three-five years teaching experience in early childhood and administration leadership experience in an independent school environment. Excellent verbal and written communication skills (early childhood and/or elementary school strongly preferred)

Understanding and working knowledge of development stages of learners from three-year-olds through kindergarten

Experience and demonstrated presence and enthusiasm in all aspects of school life

Experience in active listening, building community and conflict resolution

- Demonstrated leadership and facilitative skills, including the ability to relate effectively with Board of Directors, other administrators, teachers, operations staff, parents, and students.

Physical Requirements of Work Environment

- Occasionally lift 30-35 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school duties, carpool, events, special activities, and fundraising events.
- Thrive in a dynamic environment balancing student needs, staff collaboration, and administrative responsibilities.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach in support of young learners and students.

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and all compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/ handicap, or any other protected status in accordance with the requirements of all federal, state and local laws.