



Open Arms Preschool at Gustavus Adolphus Lutheran Church, NYC is seeking a Preschool Director for their Early Childhood Program. The Preschool Director is responsible for the effective daily management and operations of the preschool, facilitating positive relationships among the Preschool Staff, parents, and the church congregation while providing a nurturing, educational environment that is aligned with the most effective developmentally appropriate learning practices. The Director is responsible for operational compliance, communications, marketing, general school administration, fundraising, staff selection, management and development. The Director should have knowledge of and comply with New York City licensing and local, state, and federal laws and regulations. This position requires strong supervisory, leadership, communication, and creativity skills along with a warm and nurturing disposition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operations & Preschool Compliance

- Administer daily operation of the center in compliance with DOH minimum standards to ensure that children are provided a healthy environment with opportunities to develop stable and caring relationships, as well as to foster cognitive, social, emotional, and physical growth
- Administer daily operations of staff to ensure compliance with minimum licensing standards to ensure compliance
- Plan and implement health and safety procedures including universal health precautions, emergency procedures, and facility and equipment safety

Administration

- Oversee policies of admission, attendance, tuition, and educational goals for children
- Maintain accurate child and employee records as mandated by the State
- Management of personnel, including hiring and dismissal, reporting to Preschool Board
- Maintain an orderly and clean facility

Program Development

- Maintain, develop, or modify curriculum to meet the needs of children enrolled in the Preschool and serve our community
- Remain current with developments in the field of Early Childhood Development
- Maintain a safe, nurturing environment for children, staff, and parents
- Develop creative long term plans to facilitate the growth of the Preschool
- Lead the process of reimagining classes to stay current with the constantly shifting NYC educational landscape
- In conjunction with the Preschool Board, review and maintain current written guidelines and policies of admission, attendance, tuition, budget, educational goals, and all other policies, procedures, and rules pertaining to the operation of the Preschool
- Review and update handbooks annually

Curriculum

- Works with staff to develop, implement, and maintain developmentally appropriate curriculum in each age group
- Overall accountability for Preschool curriculum design and execution
- Assists teachers to identify special needs of individual children and perform observations as necessary
- Provides communication and recommendation to parents regarding Early Intervention
- Works with staff and Preschool Board to plan special events and opportunities

Staff Supervision and Employee Relations

- Oversees and assists Preschool staff in administering, planning, and evaluating activities and lesson plans that promote developmentally appropriate learning
- Hiring and orientation of new staff members
- Plan, organize, coordinate, and promote professional development, training, and staff meetings
- Regularly observe staff performance and provide coaching or mentoring for performance improvement and development
- Conduct formal evaluations after initial 90 days and annually
- Act as substitute as needed

Communication

- Oversees communications for Preschool including calendars, flyers, school closures, newsletters, curriculum, child development, and staff communications regarding operations
- Develop strong relationships and rapport with parents by being a “seen presence” in the school and being an effective communicator of changes or issues as they arise
- Develop strong relationships and rapport with Preschool Board, Pastor, and Church staff by attending planned meetings and presenting reports as requested

Marketing

- Develop marketing materials including but not limited to flyers, pamphlets, social media, special events, and fundraising materials
- Develop new, innovative ideas to grow programs
- Be a representative of the Preschool in the community by building relationships with community members and business leaders
- Lead tours for prospective parents highlighting key features of our center and maintaining a strong connection with potential families

QUALIFICATIONS

Education

- Meet State of DOH licensing requirements for education and experience
- Bachelor’s degree in qualifying field with previous Director experience preferred
- State Certification and 2 or more years of teaching experience
- Must have all staff trainings as outlined by the DOH

Skills

- Professional, friendly, inviting, self-motivated, loving, even tempered, and adaptable
- Fosters a positive, nurturing environment for staff, students, and families
- Knowledge of early childhood development and appropriate practices
- Strong written and verbal communication skills
- Strong organizational skills

- Basic computer skills and familiarity with word-processing, spreadsheets, graphic design software, and social media
- Multi-lingual a plus

SALARY AND BENEFITS

- Full-time Annual Salary Range of \$65,000 - \$70,000
- Paid vacations, holidays, and inclement weather closings according to the NYC Public School Calendar
- 12 days non-cumulative paid sick and personal time accruing with each pay check
- Access to Staff Development money after one year of employment
- NAEYC membership
- In-service training

Interested and qualified candidates should submit cover letter and resume to Pastor Stephanie Kershner: pastor.ga.churchny@gmail.com