

## **All Saints' Preschool Director Job Description**

All Saints' Glen Rock, NJ is seeking an exceptional leader to assume the role of Director of the All Saints' Preschool. The anticipated start date for this position is September 2024.

Previously, All Saints' Preschool served the Glen Rock community for nearly 40 years until the school was forced to close during the Covid-19 pandemic. We are now in the midst of a major renovation to modernize and enhance the preschool spaces, with the goal of opening our Preschool in Fall 2024. This is essentially a "start up" of the Preschool and the Director will have responsibility for hiring the staff, selecting the curriculum and associated supplies. This is a unique opportunity to co create the next version of the All Saints' Preschool.

All Saints' Preschool will offer a year-round, full-day childcare program to meet the needs of families in and around our community. We look forward to again providing infants, toddlers, and 2-5 year old early learners with a warm, supportive, engaging start in life. As in the past, All Saints' Preschool will be open to all (regardless of faith tradition) and will seek to share our common values of welcome, love, peace, and service with our students and families.

Our values are:

- To create an environment of love, peace, trust and inclusivity, easily connecting with diverse groups of people, respecting and celebrating all faith traditions.
- To nurture the whole child – mentally, emotionally, physically, academically, and socially.
- To work with parents and teachers as partners in the education of their children.

We are currently seeking a passionate individual with significant daycare/preschool experience to join our team as the All Saints' Preschool Director.

### **As the All Saints' Preschool Director, You Will:**

- Lead by example, displaying passion for making a positive impact on the lives of children and staff members by demonstrating our common values.
- Build and maintain a highly qualified staff by actively sourcing, hiring, developing, and coaching Preschool staff members who share our passion for our common values.
- Develop a curriculum that supports whole child development. A "play based curriculum".
- Work with the Board to select furnishings and materials to appropriately ready the school to welcome the children.
- Guide our teachers and staff members in implementing our vision of nurturing the whole child – mentally, emotionally, academically, socially, and physically leveraging your passion for learning.
- Partner with the Board and Treasurer to develop the annual Preschool budget.
- Communicate frequently with parents and engage them in programs and fundraising, acting as the social connector for the community.

- Attract prospective families through a strong presence in the community, effectively showcasing the benefits of the All Saints' Preschool. Organize and execute community marketing events to raise awareness and drive enrollment.
- Drive consistent business results, measured through family retention and conversion, enrollment growth, and efficient business operations. Partner with All Saints' Treasurer to ensure fiscal operating excellence.
- Ensure that the physical Preschool environment adheres to health and safety standard operating procedures, maintaining full compliance with local and state licensing regulations.
- The All Saints' Preschool Director will report to the All Saints' Rector and will be fully supported by the All Saints' Preschool Governance Board.

### **Apply Today If You:**

- Have ten or more years of preschool leadership/management experience. This should include experience with facilities offering infant through pre-K services.
- Share our common values of welcome, love, peace, and service.
- Lead with humility, integrity and grace.
- Understand that as the "head" of the preschool, you are the "heart" of the preschool.
- Possess NJ Administrative or Director credential, as well as any other state-specific guidelines for the role.
- Demonstrate strong knowledge of state licensing rules and regulations.
- Hold a Bachelor's degree in Early Childhood Education (ECE) (highly preferred) or a related field.

### **What We Offer:**

- Competitive Benefits: Enjoy health, vision, and dental insurance, a 403b plan, childcare discounts, and more!
- A fully renovated Preschool equipped with technology, materials, and resources, creating an environment where children can learn, play, and grow.
- An environment of support from the Governance Board and All Saints' church community.
- Opportunities for Growth: Benefit from ongoing training and professional development, tuition reimbursement, and leadership pathways that support your goals as an educator.
- Annual salary: \$60,000 - \$70,000 based on experience

### **Interested candidates:**

Please send your current resume to: [jobs@allsaintspreschoolglenrock.org](mailto:jobs@allsaintspreschoolglenrock.org)