

SAINT CLEMENT EPISCOPAL DAY SCHOOL

POSITION DESCRIPTION: SCHOOL DIRECTOR

MISSION AND BACKGROUND OF THE SAINT CLEMENT EPISCOPAL SCHOOL:

Founded in 1952 as a mission of the Church, the Saint Clement Episcopal School seeks to offer an educational environment within a Christian community that promotes the development of children's spiritual, intellectual, social, emotional, physical and artistic potential. The school is dedicated to encouraging children's curiosity and to maintaining an atmosphere of love, joy, and tolerance. The program currently enrolls children 2.5 to 5 years old (Jr K). The school day typically begins at 8:00 a.m. and parents have three options to pick up children: 12:45 p.m., 3:00 p.m. and 6:00 p.m.

POSITION SUMMARY:

The Director of the Preschool is a faithful visionary who can:

- foster a safe and engaging school environment that allows all young students to learn, grow and meet their full potential;
- recruit, manage and support a highly functioning and collegial team of teachers and staff;
- manage the school's administrative and financial systems with skill and precision;
- build relationships among and between the school families, the church, and the wider community; and
- plan for the future, adapt to change and maintain a non-anxious presence in the face of obstacles and challenges

This position is full time, salaried and exempt (FLSA). Leave includes federal holidays (following the Alexandria Public School calendar), school vacations (including one week around Easter and two weeks around Christmas), emergency closings, and 20 annual leave days. This position reports to the Head of School/Rector of the Church of Saint Clement. A competitive salary and health and retirement benefits are offered. **To apply please send a resume and cover letter to Rev. Robin Razzino at revrobinrazzino@gmail.com by Friday June 11, 2021.**

THE CHURCH OF SAINT CLEMENT:

The Church of Saint Clement is a small but growing Episcopal congregation nestled between the Fairlington and Parkfairfax communities, right on the border of Alexandria and Arlington. We are a neighborhood church with a long history of outreach in our local community - helping those in need through school supply and Christmas toy drives, bag lunch programs, and supporting local organizations like ALIVE! and the Carpenter's Shelter, for whom we serve as a winter hypothermia shelter for three months of the year. The Saint Clement preschool has been one of the best in Alexandria for nearly 70 years, and many families from the school are also part of the church community. We are always looking for ways to bring the school and church communities together throughout the year.

DUTIES AND RESPONSIBILITIES:

General/Administration:

Manage daily operations and activities including staffing, curriculum, financials, budgeting, marketing, recruiting, admissions, facilities, and policies:

- Develop and maintain both an annual and summer budget
 - Determine salaries and oversee payroll preparation
 - Evaluate facilities, equipment, resources and supplies; oversee maintenance of facilities and equipment and procure replacement/upgrades as needed
 - Hire contractors as needed for repairs, construction, etc.
- Ensure that the program meets all required state and/or local regulations/ licensing requirements
- Attend seminars, workshops, etc. to keep up to date on developments in the field of early childhood education
- Develop and implement programs to promote the school and to attract and retain a diverse student body
- Collaborate with faculty, parents, and the parish to evaluate, improve, and strategically plan for the school based on best practices in early education

Staff:

Lead and inspire staff to innovate in the classroom, strive for continued personal and professional growth and development, and build on successful programs:

- Hire and supervise personnel, including a school administrator, teachers, teaching assistants, enrichment teachers, substitutes, bookkeeper (in conjunction with the Church), and volunteers
- Provide orientation and supervision for new staff members
- Coordinate revision of staff handbook, policies and procedures
- Implement monthly staff meetings and individual meetings to review curriculum planning, lesson plans, and school policy to ensure the program meets the developmental needs of young children
- Serve as a mentor and model to the staff on professional conduct, including confidentiality, best practices, and commitment to the children and families of the program
- Observe staff members on an ongoing basis in order to plan for and provide ongoing support resources and relevant in-service training
- Facilitate and/or lead in-service trainings to provide staff with opportunities for continuing education
- Evaluate personnel annually and make recommendations or decisions about promotions, salaries, and dismissals
- Maintain knowledge of First Aid and CPR, facilitate the training of the staff in First Aid and CPR, and provide Medication Administration Training (MAT) for staff members

Students:

Maintain a safe, supportive and healthy environment for all children:

- Ensure children are appropriately supervised by teachers at all times
- Get to know and build relationships with each student in the school
- If requested, attend IEP meetings

Parents:

Develop and maintain productive, effective working relationships with parents:

- Conduct a parent orientation
- Coordinate any revisions of the parent handbook
- Develop or oversee all other written communication with parents and the public
- Work with the Parent Teacher Organization (PTO) to plan fundraising activities and other activities for the school year
- In conjunction with the teaching staff, respond to any parent concerns, complaints, or questions regarding their child's experience in the program and the program in general

Church:

- Partner with the Rector and other parish leaders to assure strong, mutually supportive, collegial and healthy relationships between school and church
- Report to the Vestry on a regular basis, detailing financial, staffing, enrollment, and building/grounds information, and any other on-going needs or concerns

QUALIFICATIONS:

- Bachelor's Degree in a relevant discipline, or commensurate experience; Master's degree in a relevant discipline preferred
- At least five years experience in early childhood education, including at least one year in a supervisory role
- Knowledge and understanding of administrative and business principles in a preschool setting
- Demonstrated ability to create and administer a budget
- Proven ability to lead and manage diverse teams
- Strong communication skills – written and oral – with experience speaking to a variety of audiences
- A non-anxious presence, skilled in change management and transition
- Personal integrity and discretion
- Enthusiastic commitment to both the Episcopal tradition and a good relationship between the school and church communities
- Certification in Red Cross First Aid and Infant/Child CPR