



Calvary Nursery School

Calvary Nursery School Preschool Director

Location: 2515 Fillmore St, San Francisco, CA 94115

Salary: \$110,000-\$125,000 + Robust Benefits Package

Full Time Employment Opportunity: Salary, M - F

The Calvary Nursery School is a San Francisco preschool that has been serving the San Francisco community since 1954. With preschool and pre-kindergarten programs designed around child-initiated play, inquiry, curiosity, and a climate of warmth and respect, Calvary provides a nurturing community in which children and families can grow and feel supported during the early childhood years. Children emerge ready for kindergarten with the foundation for a life-long love of friendship and learning.

Calvary's philosophy is inspired by the work of the schools of Reggio Emilia and the Montessori approach. Teachers design their curriculum based on meaningful and purposeful activities which engage children in active, inquiry based learning. The preschool is licensed for 75 students, and employs approximately 12 staff members who manage pre-school classes, extra after-noon programs, and summer sessions.

For the first time in 25 years our school is looking to hire a new director to carry on our rich traditions. We are seeking someone with a passion for early childhood education and development, who has a deep and demonstrated understanding of how to create an environment where children and their teachers can thrive. To express interest in the position, please send a resume and cover letter to calvary.board.of.trustees@gmail.com to apply.

Responsibilities:

You will be responsible for handling the day-to-day operations and administration of the Calvary Nursery School. Whether supervising teachers, meeting with families, developing program plans, or preparing budgets, you will balance various responsibilities to keep the school running smoothly and maintain a high standard of excellence. The Director is in charge of managing all

aspects of the preschool, from keeping student-to-teacher ratios appropriate to ensuring the excellence of the curriculum and organizing student enrollment.

Responsibilities of the Calvary Nursery School Director:

Administrative Leadership

- Setting and sharing the vision for the school's approach to early childhood education
- Maintaining a high standard of excellence for all education activities and program operations
- Overseeing teachers and classroom activities
- Hiring and training staff and teachers, including organizing professional development activities
- Developing policies and procedures that meet state requirements and communicating them to staff and families
- Managing the current budget to meet revenue and expense targets, including supervising the outside bookkeeper, and working with the Board of Trustees to prepare annual budget
- Working with staff to communicate with parents regarding children's needs in areas such as early intervention
- Collaborating with the Board of Trustees to set the nursery school's goals and inform decision making.
- Coordinating the maintenance and cleaning of the facility according to state and local standards

Leadership with Families

- Welcoming families into the school community with opportunities for involvement in the classrooms and partnerships with their child's teachers
- Working with the Parent Association to develop and maintain open communication between parents and teachers, as well as meaningful opportunities for involvement and community building
- Working with families to understand their options for Kindergarten education and facilitate the public and independent school application process
- Discussing student progress with parents while being open minded, diplomatic, well informed, and non-judgemental
- Leading the admissions process for prospective families including tours, email communication, and additional marketing

Fundamental Skills

The Director of Calvary Nursery School will have the following skills:

- **Communication.** The Director of the Calvary Nursery School will need to collaborate and coordinate with many people as well as effectively convey information to teachers, staff, parents, and children.
- **Active Listening.** Excellent communicators actively listen. Teachers and parents need to feel that the Director truly hears what they're saying.
- **Compassion.** The Director of the Calvary Nursery School works with students just embarking on their educational experience. Parents and students may be particularly sensitive as they begin their journey into the new experience of school. As such, preschool directors should be able to demonstrate compassion and concern.
- **Critical Thinking.** Making effective decisions about the various academic and business components of a preschool calls for excellent analytical and critical thinking skills.
- **Interpersonal Relations.** To effectively run a school, the Director of the Calvary Nursery School will need to develop relationships with teachers, parents, and children. This requires the ability to build trust and a sense of partnership with others.
- **Organization.** Schools are busy places with many moving parts. The Director of the Calvary Nursery School needs to keep excellent records about children and teachers. They also need to be able to multitask, giving attention to several people and situations at once.
- **Problem-Solving.** Managing an entire school inevitably means addressing problems, which might involve the budget, concerns from parents, or issues with teachers. The Director of the Calvary Nursery School will need to approach problems thoughtfully and with a level head to find effective solutions.
- **Assessment & Development.** Knowledge and experience of working with developmental delays, emotional and behavioral challenges and other special needs

Qualifications

The qualifications for the Director of the Calvary Nursery School are:

- Must have a BA in child development or related field. Masters Degree preferred.
- At least 12 postsecondary semester units in early childhood education from an accredited college or university. Units must be in child, growth and development, child, family and community and early childhood curriculum.
- 3 semester units of administration.
- At least 5 years of teaching experience in a licensed child care center or comparable group child care program.
- Proficiency in Microsoft Office including, but not limited to, Word, Excel, and PowerPoint