



## **Director Job Description**

**Tauxemont Cooperative Preschool, Inc.**

### **Overview:**

[Tauxemont Cooperative Preschool](#), Inc. is a parent-owned cooperative governed by a Board of Directors elected from the enrolled families. The Director is appointed by the Board and is responsible for the overall management and leadership of the school's operations, staff, and educational programs.

Tauxemont Cooperative Preschool was founded in 1942 by members of the Tauxemont Community Association (TCA). "Our little school in the woods" is comprised of a two-room schoolhouse (owned by the TCA) located in the Tauxemont Historic District. Each classroom has both indoor and outdoor learning spaces where teachers share their love of the natural world and lifelong learning. Tauxemont Preschool believes that formal education is best begun in the first grade and that our primary purpose is to provide an environment for the whole child to grow emotionally, physically, socially, and cognitively.

Tauxemont has met the rigorous standards set by the National Association for the Education of Young Children (NAEYC) to achieve the distinction of [NAEYC Accreditation](#). Tauxemont supports teachers in earning professional development credit hours needed to comply with NAEYC standards, (often but not limited to) attending the annual VAAEYC conference.

Teachers work together to provide meaningful, project-based learning experiences for children aged 2.5-6 years old. Tauxemont is a half-day cooperative preschool with classes for 2's, 3's and kindergarten offered in the morning and afternoon 4's classes. Teachers are excited by the questions, interests, and play of the children in their care and design developmentally appropriate curriculum responsive to those observations.

## **Key Responsibilities:**

### **1. Leadership & Administration**

- Oversee day-to-day operations of the preschool.
- Collaborate with the Board of Directors and attend monthly Board meetings.
- Provide leadership aligned with the cooperative values of the school community.

### **2. Staff Supervision**

- Hire, train, support, and evaluate staff with the assistance of the 1st Vice President.
- Ensure staff compliance with professional development requirements, licensing, and accreditation standards.
- Collaborate with the Assistant Director to complete background checks and maintain staff files.

### **3. Curriculum & Program Development**

- Develop and implement curriculum aligned with Tauxemont's values and philosophy.
- Ensure alignment with Virginia Early Childhood Education standards and NAEYC accreditation.

### **4. Policy & Compliance**

- Establish, maintain, and communicate school policies in partnership with the Board.
- Ensure compliance with all licensing, regulatory, and accreditation standards.

### **5. Budget & Financial Oversight**

- Collaborate with the Treasurer and Budget Committee to prepare and manage the annual budget.
- Monitor school spending and help ensure all financial obligations are met.
- Support the Membership and Communication Chairs with marketing strategies that reflect school values.

### **6. Facilities & Supplies**

- Oversee the maintenance and safety of school facilities, including classrooms and outdoor spaces.
- Coordinate with the Assistant Director and 2nd Vice President on supplies, equipment, and long-term facility improvements.

- Ensure safety protocols are followed and equipment (e.g., first aid kits, fire extinguishers) is in working order.

## 7. Enrollment & Class Placement

- Support the Membership Chair in developing enrollment strategies.
- Chair the Class Placement Committee (includes Membership Chair, Assistant Director, and at least one teacher).

## 8. Communication

- Work closely with the Communications Chair and other Board members to maintain clear, consistent communication with families and staff.
- Ensure all required licenses and permits are posted (e.g., Fire Permit, Accreditation, Evacuation Plans).
- Facilitate parent education in child development and early childhood education.

## 9. Documentation & Record-Keeping

- Oversee the accurate documentation of student and staff attendance, incident reports, and safety drills.
- Ensure all student, family, and staff records are current and securely maintained in compliance with regulations.

## 10. Student Support & Community Engagement

- Collaborate with staff and external resources to support the developmental needs of children.
- Maintain open communication with families regarding their child's progress and any developmental concerns.
- Coordinate with county and community services for child development and school readiness.

## **Director Job Requirements and Compensation**

### **The ideal candidate would have:**

- *Bachelors or Master's degree in Early Childhood education or related fields*
- *Minimum 3 years of leadership experience in a school setting*
- *Experience with the [cooperative](#) school model*
- *Excellent communication and organizational skills*

- *Experience meeting NAEYC accreditation standards and [Licensing](#) requirements*

Salary Commensurate with experience. If you are interested, please send your resume by August 11th, to Jessica Meyer at [1stVP@tauxemont.org](mailto:1stVP@tauxemont.org) .

**Tauxemont Cooperative Preschool is committed to creating a nurturing and inclusive environment that reflects the values of community, collaboration, and child-centered learning.**