

Greenbelt Nursery School, a parent cooperative school in Greenbelt, Maryland is seeking a **Preschool Director**.

This is a great opportunity to work in a play-based learning environment that fosters community, collaboration, and creativity.

**A brief cover letter on why you are a fit for this role MUST be included for consideration.**

### **Hours**

Estimated hours average 25-30 hours per week during the 10 month academic year and about 15 hours/week during the summer months. The director must be flexible with working hours to ensure the operational success of the school. There is a possibility of full-time employment in combination with a classroom teaching position.

### **Qualifications**

The director must have a Bachelor's degree in early childhood education or a related field with a minimum of five years of related experience, including at least three years as a lead teacher in early childhood education. Experience in management or supervisory experience and familiarity with parent cooperatives is strongly preferred.

**Job Responsibilities** include, but are not limited to:

- Work closely with the Board of Directors, made up of parents from within the co-op, to manage the overall operations of the school and promote the school's mission.
- Oversee teachers and developmentally appropriate classroom environment and activities.
- Initiate and maintain effective communication with families, staff and community and respond promptly to parent concerns.
- Maintain compliance with licensing regulations of MSDE and the Office of Child Care.
- Attend Membership Meetings, Board Meetings, an Open House, and professional development as necessary.
- Oversee the use and maintenance of the equipment and facilities.
- Adhere to budget by ordering and purchasing supplies as needed.

### **Salary**

Salary range is approximately \$40K-\$50K depending on experience and final agreed upon scope of work. The 12-month salary is based on a 10-month academic year, closely following the Prince George's County Public Schools calendar.

Departing director will be available for training and support as needed.

Send resume and cover letter to [gns@greenbeltnurseryschool.org](mailto:gns@greenbeltnurseryschool.org)

For more information about our school [www.greenbeltnurseryschool.org](http://www.greenbeltnurseryschool.org) .