

## **Early Childhood/Nursery School Director**

Rockville Community Nursery School (RCNS) is now hiring a leader to join our team as Director

Expected starting date 19th June 2023, with classroom visits/shadowing at mutually agreed dates beforehand

### **Location**

Rockville, Maryland

### **About Us**

RCNS is a co-operative, parent-owned, non-sectarian preschool in which parents, teachers and children participate together in an exciting and nurturing first-school experience. We enroll children aged 2 to 5 years in half-day and extended day (3 pm finish) educational programs using The Creative Curriculum® for Preschool. We have a beautiful campus with a large, treed, outdoor area. We have a tight-knit staff of experienced and well-educated teachers and teacher aids. As a co-operative school, we engage the school community and have strong parent and family participation.

### **The Director position**

The Director is responsible for all aspects of the school including the attainment of educational goals, compliance and accountability for nursery school licensing requirements, the development of professional staff, and managing the co-operative nature of the school.

Your responsibilities will include, but are not limited to

- Develop a strategic plan for the school
- Oversee and approve school curriculum
- Plan, oversee, and promote professional development, training, and staff communication.
- Monitor staff performance and provide coaching or mentoring as required
- Serve on the Finance committee to prepare an annual budget for approval by the Board
- Ensure financial targets are met
- Support board members in their jobs
- Create a strong culture that embodies the mission of our co-operative among staff, parents, and children

### **We offer**

- \$42K-\$50K salary annually based on education and experience
- Part time position, 9am-3pm during the school year
- Flexible and remote working possibilities during the summer
- 12 paid days of leave annually

## **Benefits**

- A large amount of freedom to determine the direction of the school with the approval of the board
- An active, parent-volunteer Board
- Board-approved bonuses when possible
- Being a part of a co-operative school, with a strong parent-volunteer culture
- Access to an experienced Mentor with 30yrs experience
- Tuition discounts for your children at the school

## **Our Preferred Candidate Profile**

- Three years' experience as a director or assistant director
- Minimum of 2 years of classroom experience
- Strong leadership and administrative skills
- Knowledge of QuickBooks or other bookkeeping software

## **Knowledge, Skills, and Abilities**

This position would suit a person who has

- A passion for early childhood education
- High energy
- Strong oral and written communication skills
- Technology skills
- Ability to foster a team environment
- Strong finance and budgeting skills
- Excellent leadership, organizational, and interpersonal skills
- Must clear full background check

Please send a resume to [director@rcnscoop.org](mailto:director@rcnscoop.org)