

Job Description: Director (Kensington Nursery School)

Position Overview

Kensington Nursery School is seeking a collaborative, community-minded Director to lead and support our cooperative, play-based early childhood program. This role serves as a key bridge between teachers, families, and the parent-led board, helping to foster a warm, inclusive, and well-functioning school community.

As a cooperative nursery school, we value partnership, communication, and shared responsibility. The Director plays a central role in nurturing these relationships while supporting teachers and ensuring the smooth day-to-day operation of the program.

Key Responsibilities

- Provide leadership, guidance, and ongoing support to teaching staff
- Oversee and support the implementation of a play-based curriculum across all programs
- Partner closely with the parent cooperative community, fostering open communication and active engagement
- Collaborate with the board on enrollment, staffing, and overall program coordination
- Along with the Administrator, ensure compliance with licensing, health, and safety requirements
- Help cultivate and maintain a positive, respectful, and collaborative school culture

Qualifications

- Experience in early childhood education; prior leadership or administrative experience is a plus
- Strong organizational, communication, and interpersonal skills
- Ability to work collaboratively with both staff and a highly involved parent community
- Understanding of and appreciation for play-based learning and the cooperative school model
- Leadership style that is supportive, approachable, and community-oriented

Ideal Candidate

The ideal candidate is highly motivated, proactive, and comfortable taking initiative within a collaborative environment. They understand and value both play-based education and the cooperative model and are open to giving and receiving constructive feedback.

This person serves primarily as a facilitator, supporting teachers, partnering with families, and helping align the work of the board and staff, rather than focusing heavily on administrative paperwork. (Kensington Nursery School employs an administrator who manages much of the day-to-day administrative tasks.)

Candidates who have not previously served as a preschool director should be willing to complete the required Director certification hours within six months of hire.

Above all, we are looking for someone who will help strengthen our close-knit community and support both children and adults in a warm, respectful, and engaging environment.