



Position Description

Title:	Preschool Director	Department: Administration
Reports to:	Ravinia Nursery School Board	Supervises: All staff & faculty
FTE:	Full-Time, Calendar Year	

Ravinia Nursery School is a play-based preschool for children ages two through five years. As a child's first school experience, it is our intention at RNS to inspire a love for learning by providing an environment that supports and honors each child's unique development and interests. At RNS, we believe children learn best through play. When children are free to explore their environment and the materials around them, the learning they acquire is meaningful. It is through this exploration that a child learns about the world in which they live. Building a strong social and emotional foundation is our primary goal for preparing children for kindergarten and beyond. Our program is deeply rooted in community, and we encourage parent engagement in their child's learning, providing many opportunities for participation year-round.

Job Summary:

The Director promotes a diverse teaching and learning environment through a play-based, student-centered program at Ravinia Nursery School. The Director ensures that our cognitive and social/emotional programs are aligned with our mission, and that our core values and early childhood benchmarks are clear and connected. The person in this role cares deeply about student learning and collaborative teaching practices. The Director fosters a school culture that is vibrant, inclusive and developmentally appropriate, creating a joyful learning space for all students and adults to grow.

Essential Responsibilities:

The Director reports to the Executive Committee of the Ravinia Nursery School Board ("Board"), and serves as an active member of the school's leadership team, working in collaboration with the Operations Coordinator. The Director is responsible for overseeing daily operations of all programming, faculty management, curriculum development, school-to-family communications, and overall quality of the school. In addition, the Director will partner with the Board to establish and execute the school's long-term strategy to ensure continued growth and premiere early childhood experience. The Director must possess strong leadership and communication skills, along with a warm and nurturing disposition.

Program Development:

- Design, implement, and/or modify age-appropriate curriculum aligned with early childhood development standards, incorporating all learning/content areas including social, emotional and behavioral
- Manage and assist staff, including contract employees, in planning, administering, and evaluating learning tasks that promote developmentally-appropriate learning
- Remain current with developments in the field to meet the needs of children
- Partner with staff to assess children's individual needs and development, providing appropriate interventions and support to promote learning and well-being

Employee Relations:

- Coordinate recruitment and hiring to fill staff vacancies, make hiring recommendations to the Board, and provide orientation for all new hires
- Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive employee relations environment
- Plan, coordinate, and promote staff meetings and training, including professional development opportunities
- Monitor staff performance by conducting regular classroom check-ins, annual evaluations and providing timely and actionable feedback to staff
- Provide coaching and mentoring for performance development and improvement
- Possess ability to motivate and support staff, make informed decisions, and mediate conflicts
- Arrange for substitute help for the staff (and serve as a substitute as needed)

Communication and Leadership:

- Develop a strong rapport with the community by attending planned and ad hoc meetings (as required) and all school-sponsored events (i.e.: orientations, Open House, festivals, fundraising events, etc.)
- Participate in local organizations that are related to early childhood education, which may include monthly meetings
- Present monthly reports to the Board on preschool operations and enrollment/inquiry data
- Clearly articulate their understanding of the school's mission to all stakeholders to help promote an atmosphere of community and cooperation
- Collaborate with Operations Coordinator to foster open communication with parents through regular communication updates (Little Blue News, all-school emails etc.)
- Create and distribute weekly schoolwide communications for staff (i.e.: Week at a Glance- digital version) in collaboration with the Operations Coordinator
- Facilitates and reviews weekly faculty communication and supports individualized communication with parents/guardians to support students as needed

- Demonstrate excellent verbal, written and digital communication skills to responsively interact with preschool parents and staff, prospective families, and the Board

Administrative/Fiscal:

- Develop long term plans to facilitate the growth of the school in partnership with the Board, including conducting prospective parent tours
- Define policies of admission, class placement, attendance, tuition and educational goals with the Board
- Oversee and ensure adequate enrollment levels are maintained in all school programs
- Establish all other necessary policies, procedures or rules pertaining to the operation of the school in collaboration with the Operations Coordinator and the Board
- Collaborate with Operations Coordinator to manage the day-to-day administration of the school, including determination of all schedules, assignment of school staff responsibilities, and utilization of office/classroom space and resources
- Collaborate with Operations Coordinator to create and propose the annual budget to the Board
- Manage the school's budget, ensuring resources are used effectively and efficiently in order maintain long-term financial sustainability

Required Skills & Qualifications:

- Demonstrates a working understanding of best practices in early childhood education, state licensing requirements, and curriculum development
- Strong leadership abilities, including mentoring and coaching, team building, leadership development, and goal setting
- Flexibility, creativity, and adaptability
- Knowledge of child development across a broad age span including knowledge of the essential role social-emotional literacy and neurodiversity play in the workplace and in the classroom
- Experience with facilitating project-based learning preferred
- Ability to create highly collaborative spaces for adults to be thought partners
- Ability to take initiative and collaborate effectively with diverse constituencies
- Strong analytical, problem-solving, and computational skills
- Excellent verbal, written, and interpersonal communication skills, with the ability to build positive relationships with children, families, staff, and the community
- Ability to work on multiple projects simultaneously, set priorities, and meet deadlines
- Proficient in using educational technology and other tools for assessment, reporting, and communication including using Microsoft Office Tools
- Ability and willingness to learn to be proficient with internet-based technology including Membership Toolkit and the school's website
- Ability to lift up to 25 pounds
- Ability to travel locally on occasion

Education and Experience:

- B.A. in Early Childhood Education, Child Development or the equivalent **or** B.A. in an unrelated field and Early Childhood Education Credential totaling 12 semester hours (18 quarter hours) from an accredited college/university, **(required)**
- Minimum five years of teaching experience in an early childhood educational environment, with a minimum of 2 years in a supervisory or administrative role **(required)**
- M.Ed. in Early Childhood Education, Child Development, Educational Leadership, or a related field (preferred)
- Prior School Director experience (preferred)
- CPR and First Aid certification *(required by start date)*

Working Conditions:

- Some evenings and weekend hours will be required for parent meetings, school events, and staff development
- Frequent walking, standing, and light lifting
- Compensation commensurate with educational background and experience
- Summary Pay Range: \$75,000 to \$90,000

Application Instructions:

Interested candidates should submit a cover letter, resume, and three professional references to: employment@ravinianurseryschool.com

Attn: Ravinia Nursery School Board

Re: Preschool Director Application

Ravinia Nursery School employs qualified persons of the greatest ability without discrimination against any employee or applicant for employment because of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information, gender identity or expression, sexual orientation, marital status, status as a protected veteran, or any other legally protected group status.