

New Discovery School

Director Job Announcement

About New Discovery School

New Discovery School is an independent, not-for-profit, play-based preschool serving three to five and a half year old children. Our mission is to nurture the whole child. We foster confident, joyful learners by building a strong community of children, families, and teachers. We are proud our community has experienced, long tenured teachers and staff. Every individual at NDS is respected and heard. Our focus is on the social-emotional development and problem solving skills of our students, giving them the confidence and readiness to learn. We are a friendly, warm, welcoming community.

Job Description

The Director provides leadership and administration that motivates and inspires teachers and staff to provide the best possible opportunities for students' growth and development. The Director sets the tone for and models the mission and vision of the school. The Director is responsible for all elements of hiring and managing staff and the day-to-day operations of the school while ensuring that the school practices support the school mission and philosophy.

Key Responsibilities

- **Leadership-** guide and inspire school faculty, manage staff and operations and serve as the face of the school in the community, act as the primary liaison for families
- **Staff and Curriculum Management-** hire, supervise and evaluate staff, oversee scheduling and curriculum development
- **Communications & Community Building-** manage website and written communications, organize community events, serve as primary liaison for the neighborhood residents and businesses
- **Admissions-** meet with prospective parents, lead tours of the school, observe child visits, make final admissions decisions and welcome new families
- **Finances-** manage finances, develop budget, oversee bookkeeping, payroll and benefits administration
- **Fundraising-** build relationships with major donors, solicit contributions, maintain gift records, coordinate annual auction to accomplish agreed upon goals
- **Board of Trustees-** participate in recruitment, partner to develop board agenda, provide appropriate information and financial reports, guide strategic planning
- **Compliance Responsibilities-** ensure that the school is in full compliance with all licensing and safety regulations

Desired Qualifications

Strong candidates will have significant experience teaching young children and a related college degree. In addition, qualified candidates will have progressively responsible leadership and staff management experience and successful financial management skills. We will also seek a strong fit with our school's philosophy of social emotional development and play-based learning.

Interested Candidates

We will begin accepting applications for this position in March 2019. In the meantime, candidates interested in learning more about the school and this position can contact us at ndsdirectorsearch@gmail.com.