

**Narberth Presbyterian Church
Narberth, Pennsylvania**

Director of Christian Nursery School Job Description

TITLE: Director of Christian Nursery School

PURPOSE: To oversee the operation of the Christian Nursery School (CNS) of Narberth Presbyterian Church, provide supervision and direction for all CNS Staff and activities so as to reflect God's love for the children and foster their spiritual, intellectual, and social-emotional growth. S/he will ensure that the nursery school operates within the church policy, aligns with the NPC mission and vision, and integrates with other ministries.

PRINCIPAL RESPONSIBILITIES:

- **Instructional Leadership**
 - Establish a culture of excellence and caring; maintain healthy staff relations and positive morale.
 - In cooperation with the CNS Advisory Board, establish the school's Vision, Mission and Goals.
 - With the Personnel Committee and CNS Board, attract, hire, retain qualified teachers, assistant teachers and support staff to fulfill the mission of the school.
 - Supervise, train and regularly observe the work of all CNS employees. Conduct a formal observation of each one at least once per year with a feedback session. Complete a written report of each annual review session that includes agreed-upon goals and a correction plan for any deficiencies identified.
 - Maintain regular staff prayer times and hold staff meetings.
 - Model NPC Core Values to parents, teachers, and students.
 - Select and/or develop a curriculum that enables the teachers to accomplish the school's vision, mission and goals for each age group. Regularly review and modify the curriculum as appropriate to stay abreast of best practices.
 - Integrate Biblical teaching throughout curriculum to prepare students for kindergarten and life.
- **Operations and Environment**
 - Comply with all state and federal requirements as may pertain to the operation of the CNS.
 - Annually prepare a budget for school operations and staff compensation budget for approval by the CNS Board and the Session.
 - Establish, and maintain an accurate, efficient system for collecting and recording all income.
 - Work with NPC facilities staff to maintain safe and secure conditions for the children at all times.
 - Conduct fire and emergency drills with staff educated on proper procedures.
 - Maintain a CNS policy regarding emergency closings – including communication procedures for notifying parents and staff at the time of any such emergency.
 - Organize and direct the special events and field trips for CNS.
 - Coordinate the planning, staffing for all extracurricular CNS programs.
 - Ensure adherence to NPC's Child Advocacy Policies and Procedures by all CNS personnel.
 - Supervise the work of the bookkeeper and the processing of all financial transactions.
 - Maintain list of substitute teachers and secure substitutes and added staff as needed.
 - Order and maintain adequate curricula, supplies, classroom toys and other materials.
 - Respond quickly and effectively to emergency situations.
- **Communication**
 - Coordinate and maintain prompt, effective communication with parents, teachers, students, and community using email, electronic newsletters, social media, school website, text, banners, flyers, etc. Provide frequent updates to parents through written and verbal means regarding schedule, events and other pertinent information.
 - Present the program of CNS to the community, NPC, and parents by providing articles and announcements for church publications, parent meetings and coffee hours.

- Prepare and distribute annually the CNS Handbook and Directory for all CNS families.
 - Produce the annual school calendar and communicate it as appropriate to CNS Board and staff, other NPC staff, and parents of students.
 - Work closely with the Director of Children's Ministries to connect school families with the church, coordinate events and share resources as fully as possible.
- Outreach and Enrollment
 - Ensure that the nursery school maintains full enrollment.
 - Coordinate and maintain effective outreach to the community.
 - Interview and select, with assistance from the teaching staff, prospective students and meet with their parents. Respond to phone and email requests from prospective families, schedule and conduct classroom visits and tours as requested.
 - Match students to classrooms with concern for personality mix and age.

EDUCATION AND EXPERIENCE:

Director must have at least five years experience at a preschool as a director or teacher. A bachelor's degree in Early Childhood Education is preferred, but a bachelor's degree in Elementary Education or other related education field will be considered with appropriate directing/teaching experience.

SKILL AND PERSONAL PREREQUISITES:

The Director must have a strong personal faith in Jesus Christ and must strive to personify the Core Values of NPC, seeking to live as a disciple of Jesus Christ. He/she should be Biblically literate and proficient and have a passion to minister to children and families. Key skills required of the Director include the ability to:

- Multitask
- Communicate and relate well with children, families, volunteers, staff and administration
- Function as a team player and a leader
- Effectively organize and delegate tasks to teachers and volunteers as appropriate
- Manage the financial resources of the Christian Nursery School with integrity and excellent stewardship
- Respond quickly to emergency situations
- Have current pediatric CPR and First Aid Certification
- See, hear and speak with children to ensure child health and safety
- Meet all the qualifications of a teacher

WORK SCHEDULE AND CONDITIONS:

The position of Director is a part-time (20 hours per week). During the 10 months when classes are in session, the Director's normal work schedule on-site will be 8:30 a.m. to 1:00 p.m. (22 ½ hrs. /week). However, it is anticipated that work from home will often occur for communication with Staff and parents after normal working hours – resulting in an estimated average of 25 hours per week. During the other 2 months of the year, hours per week will average about 10. Because the nursery school is a ministry of the church, the Director is expected to participate in staff meetings and either join the church as a regular member, or at minimum attend Sunday services once a month.

REPORTING RELATIONSHIPS:

The Director of the Christian Nursery School (Director) reports to the Chair of the CNS Board of Advisors, who reports to Session. The Director is a member of the CNS Board of Advisors and a member of the Christian Education Committee of NPC.