

Geneva Day School Job Announcement

Director

Geneva Day School (GDS) is a private, independent preschool and kindergarten providing nurturing and educational experiences for young students, ages 2 - Kindergarten. Established in 1965, GDS is an inclusive program with a diverse student and staff population. The school is governed by the GDS Board of Directors, composed of active members of Geneva Presbyterian Church, on whose premises we operate and share space. The school director and assistant director are responsible for the daily operation of the school, with support from an administrative team.

Licensed by the Maryland State Department of Education, Office of Child Care, EXCELS accredited and Green School approved, GDS highly values outdoor time and environmental awareness. GDS currently enrolls approximately 200 children and employs three administrators, nine classroom teachers, four instructional specialists (physical education, art, environmental education, and mindfulness), nine teachers' assistants, and additional staff as needed.

The director position requires strong skills and experience in supervising staff, leadership, and communication skills, along with a warm and nurturing disposition that matches GDS' culture. The director must be able to work collaboratively with parents and promote an atmosphere of community and cooperation among all interested parties.

The Director's job is a full time, year-round, salaried position with core hours varying from 8 am to 5 pm. Benefits include: health, dental and vision insurance, 403(K), paid days off (PTO, holidays, snow days, etc.), professional development opportunities, and more.

Qualifications

The Director must have a minimum of a baccalaureate degree in the field of early childhood education, child development, elementary education or special education with at least college-level credit hours in administration, leadership or management.

Duties

The Director is responsible for:

- Providing a nurturing, learning environment for young children, and a positive and supportive community for parents and staff.
- Daily administration and educational operation of the school.
- Annual performance reviews for all staff for the issue of contracts for employment.
- Implementation of appropriate assessments, curriculum planning and delivery of educational services for students in the developmental growth areas of motor, language, cognition, self-help, social-emotional development and in the arts.
- Providing leadership to the staff in the delivery of appropriate educational services and in-service training.

- Work with outside resources for special need services
- Meet with parents and administrators to resolve problems
- Ensure the health and safety of all students and staff.
- Ensure the school conducts its affairs in a manner congruent with its bylaws and state and federal statutes.
- Represent the school in its relations with state and federal agencies and with local, state, regional, and national educational organizations, and accrediting agencies
- Prepare a proposed budget for the school in March/April of each year and submit it to the Board Treasurer for review and approval.
- Develop and implement grants with the State of Maryland for Safety and Security
- Develop and implement grants with the State of Maryland for Aging Schools
- Purchase major equipment and supplies.
- Attend Geneva Parent Association meetings and work cooperatively with the Association to enhance the effectiveness of the school.
- Act as an advisor to the Board including bringing to the attention of the Board such matters and data as are appropriate to keep the Board fully informed to meet its responsibilities. This includes annual budget, tuition, enrollment and fundraising recommendations, long-term planning needs, suggestions for board policy development as well as strategies for institutional betterment.
- Plan, organize, coordinate, and promote professional development, training, and staff meetings.
- Do safety checks around the building. Note hazards and items that need attention
- Perform in a professional manner according to NAEYC's Code of Ethical Conduct.

Interested candidates should email a current resume and cover letter (required) outlining their job interest, experience and availability. All interested candidates will remain confidential. We would love to talk with you and share information about our preschool program.

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