

# ST. GEORGE'S EPISCOPAL SCHOOL

## **Director of Early Childhood**

Reports to: Head of School

Full-time | 12-month | Exempt

*St. George's Episcopal School is a coeducational, independent school serving approximately 400 students from Nursery through eighth grade in a family-like atmosphere with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the premise that everyone learns differently. Our version of personalized learning, our nurturing environment and our low student-to-teacher ratios ensure that we challenge and support every child. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. Learn more at [www.stgnola.org](http://www.stgnola.org).*

## **Position Summary**

St. George's Director of Early Childhood is a critical member of the school's administrative team and leader of a dynamic and beloved division intent on cultivating student-led exploration, a love of learning and foundational skills for continued social-emotional and academic growth throughout Lower and Middle School. With an environment and faculty primed and trained for use of the Project Approach, and with inspiration from Reggio-Emilia philosophy, St. George's Nursery through Pre-K4 division is a well-established, recognized leader in early childhood education on a local, regional and national level.

St. George's next Director of Early Childhood will oversee two licensed centers—nursery and preschool—as well as the school's ISAS-accredited Pre-K3 and Pre-K4 age levels. The Director will report to the Head of School and support the overall policies, procedures and mission of the school, as well as the Early Childhood Division's philosophy and objectives, with excellent communication, organization and emotional intelligence. A commitment to lifelong learning, embodiment of a growth mindset and demonstrated expertise in the needs of young learners are imperative for the relationships forged between the Director and their faculty, fellow members of the administration and St. George's Early Childhood Division families.

## **Essential Duties and Responsibilities**

### Day-to-Day Administrator Responsibilities:

- Provide day-to-day oversight and management for the Early Childhood Division and its faculty/staff.
- Ensure the health, safety and wellbeing of the students.
- Create, update and implement safety procedures for the Early Childhood division; report Early Childhood safety and building concerns to the administrative team.
- Serve as a member of the administrative team and admission committee.
- Work with the Head of School and administrative team to coordinate across divisions and handle issues related to the administration of the Early Childhood Division.
- Operate Early Childhood within the approved budgets for the division; work closely with the CFO and Head of School to evaluate and update the nursery, preschool and Pre-K4 budgets.

- Supervise all direct reports, including Early Childhood faculty, the Boh Center Coordinator (in collaboration with the Director of Lower School) and the Director of Auxiliary Programs.
- Work with the Director of Maintenance to arrange for repairs and maintenance of Early Childhood facilities.
- Oversee the Early Childhood outdoor spaces.

#### Support for Students and Families

- Model empathetic, open and honest communication with families for teachers and staff. Provide training and coaching on mission-aligned communication with families.
- Build positive relationships with the students and families in the Early Childhood Division.
- Partner with the Director of Resource Services and the Director of Counseling and Wellness to ensure that students' academic and social/emotional needs are consistently met during their time at St. George's.
- Consult with parents and collaborate with faculty members to promote student success.
- Provide structure and support for record keeping and parent-teacher conferences, including: goal-setting preparation, report card editing and review and in-person support for parent meetings upon request.
- Oversee and support communication with parents, including monthly Early Childhood Connections newsletters, biweekly newsletters from teachers and daily Brightwheel communication.
- Plan special programs for students and family members (e.g. Curriculum Night, Grandparents and Special Friends Day, weekend events for the division and other age-level parent-facing events).
- Partner closely with the Director of Resource Services on matters of scheduling, parent communication and academic programming when relevant for Resource collaboration.
- Collaborate with the school nurse to support health policies, decisions and communication about health-related topics.
- Update and revise annually the Student and Family Handbook and its Early Childhood Addendum.

#### Support for Teachers

- Interview, hire and train new faculty members (includes teachers, assistant teachers, nursery caregivers and other support staff).
- Meet regularly with faculty members in divisions, grade levels and inter-teams, as well as individuals to provide coaching and promote collaboration.
- Support teachers in the differentiation of curriculum to meet students' needs.
- Update and revise the Early Childhood Teacher Training Manual to reflect policies, procedures and expectations.
- Evaluate the performance of each teacher throughout the year through classroom observations and the review of communication with parents, collaborating with the division's Instructional Coach in the support and professional growth of our faculty.
- Provide guidance and professional development in the Project Approach and Reggio Emilia philosophy.
- Provide thoughtful and intentional leadership and structure for division meetings, professional development days and workshop weeks at the beginning and end of the school year; arrange for external professional development opportunities for teachers and staff.
- Create and implement Early Childhood schedules, including working with the other Division Directors to schedule specials classes (art, music, PE, French, etc.)
- Work with teachers to order books, materials and supplies for Early Childhood classrooms and curricula.

- Define and support the assessment process for Early Childhood students (formal and informal assessments), and work to create alignment in assessments across grades.
- Support Pre-K3 families in navigating the admissions process for entering Pre-K4.

#### Championing the Mission of St. George's:

- Develop and supervise the philosophy and vision for the Early Childhood curriculum and ensure alignment with the mission of the school
- Develop and execute long-term planning initiatives for Early Childhood as part of the Strategic Plan.
- Support and advance the school's commitment to JEDI work (Justice, Equity, Diversity and Inclusion), to sustain an environment and culture wherein the dignity and worth of all community members are lifted, where all feel a sense of belonging and where JEDI principles are prioritized.
- Attend board meetings and after-hours events as directed by the Head of School.
- Embody and model a growth mindset; seek out and attend professional development in the areas of curriculum, social/emotional learning, learning disabilities (especially those supported by the Resource Services Department), leadership/management and behavior management best practices.
- Work in conjunction with the Director of Lower School and Director of Middle School to create an alignment and continuity throughout the school.
- Assist the Admissions office in Early Childhood admissions procedures (e.g. visiting schools, meeting with students, talking to parents, etc.).

#### Licensing

- Oversee and ensure that all regulations set forth by the licensing department of the Louisiana Department of Education, State Fire Marshal, New Orleans Fire Department and Health Department are followed. This includes during the school day, After Care and summer camp.
  - Communicate and train faculty and staff on any changes to the regulations.

#### **Qualification Requirements**

- Bachelor's degree in education or closely related field; master's degree preferred.
- Meets the Director qualifications as outlined in the Louisiana Department of Education Bulletin 137, Section 1709.
- Three years of experience working in a licensed child care center.
- Five plus years of teaching experience or teacher leadership.
- Two years of experience as an administrator required, preferably in an accredited independent school.
- Knowledge of child development, early childhood education and how to support diverse student needs.
- Experience with emergent curriculum, Reggio Emilia approach and Project Approach preferred.
- Strong organizational and leadership skills and excellent verbal and written communication skills.
- Ability to work collaboratively with parents, faculty members and other colleagues.
- Commitment to the mission of St. George's Episcopal School.
- A sense of integrity, ethics and an ability to carry out responsibilities in accordance with the school's policies and procedures
- Proficiency in Google Workspace applications including but not limited to Gmail, Calendar and Drive (Docs, Sheets and Slides)

- Ability to use an online student information system, various educational platforms and safety/communication applications on a chromebook, iPad and/or a smartphone
- Familiarity with using copiers, printers, document cameras and presentation screens

**Working Conditions / Physical Demands:**

- Must be physically able to operate computers and office equipment.
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; close visual attention to the computer.
- Occasional lifting up to 50lbs.

**St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Interested candidates should send a cover letter detailing their educational philosophy and resumé to Je Gales, Director of Human Resources, at [je.gales@stgnola.org](mailto:je.gales@stgnola.org) and Dr. Joe Kreutziger, Head of School, at [Dr.K@stgnola.org](mailto:Dr.K@stgnola.org).**