

# **St. David's Episcopal Day School**

www.stdavidsschool.org

## **Preschool Assistant Director**

### **Job Description**

**St. David's Episcopal Day School is a hands on learning/play based preschool serving children 18 months through First Grade. Founded in 1997, the school has an enrollment of approximately 110 students. The vision of the School is to provide a nurturing Christian foundation that will create a love of learning by celebrating each child's natural curiosity and creativity while meeting their needs at each developmental level.**

### **Education and Experience**

#### **Required:**

- Expertise in areas of child development
- Experience in administration
- Computer experience in Microsoft Office and Excel

#### **Preferred:**

- Confirmed communicant of the Episcopal Church
- Bachelor's degree in related field
- 1 to 3 years teaching experience
- Familiarity with NAEYC accreditation, their philosophy, quality standards, and best practices

#### **Qualities**

- Ability to lead, supervise and support staff
- Person of integrity
- Communicate well in both writing and speaking
- Show strong managerial skills; willing to coach, develop and mentor teachers
- Is a committed team player
- Models and mentors others in spiritual nature
- Works and relates well with students, parents, faculty and alumni of school
- Familiar with preschool administration; experience in admissions, record keeping and financial management
- Knowledge of and able to address licensing and local/state requirements
- Ability to multi-task

#### **Salary**

\$30,000 annually

Position is part time, approximately 25 hours per week

#### **Starting Date**

July 2015

Interested applicants should email cover letter, resume and any other relevant information to

**[laura.f@stdave.org](mailto:laura.f@stdave.org)**