

St. Paul's Nursery School, a co-op parent participation program in Burlingame, is seeking to fill the position of **Director**.

St. Paul's Nursery School serves 60 families and has a staff of two full-time teachers and two teaching assistants. St. Paul's Nursery School is founded in the beliefs supported by National Association of the Education of the Young Child (NAEYC). Our play-based curriculum supports the development of the whole child – socially, emotionally, physically, and intellectually. We respect each child's unique learning style, abilities and developmental level. We believe that hands-on learning, where the curriculum can emerge from the children's interests, needs and desires, allows a child to learn in a way that is concrete and meaningful and consistent with child development experts.

The Director position supervises the overall operation of the daily nursery school program from mid-August through June. Primary responsibilities include:

- Creating and maintain a stimulating, effective school program inclusive of establishing of program goals, creating the daily school program, serving as substitute teacher as appropriate, participating in school functions, interacting with state licensing authorities, etc.
- Managing the day-to-day operations of the school (inclusive of curriculum, purchases, school facilities, administrative files, prospective families, communication with families, etc.)
- Selecting, assigning, evaluating, and developing the staff
- Working with the parents and community inclusive of communication of school policies and parent participation requirements, community resource availability, parent education, etc.
- Interfacing with the Board of Directors inclusive of attendance at Board meetings, capital requests, budget management, etc.

Requirements for application include:

- Bachelor's degree from an accredited college or university
- Current California Site Supervisor or Program Director Permit
- Minimum of 5 years teaching experience in a licensed child care center
- Minimum of 3 years supervisory experience
- Teaching or supervisory position in a parent co-operative is strongly preferred
- Administrative management experience

Salary is commensurate with experience.

To apply, please submit a cover letter and resume to St. Paul's Nursery School at [hr@stpaulsnurserieschool.org](mailto:hr@stpaulsnurserieschool.org). All cover letters and applications are due by January 9, 2015.