

## **Announcement: Fairlington Preschool Director**

### **Overview**

Fairlington Preschool (the Preschool) is seeking a talented and passionate individual to lead our morning, half-day, school. This is an exciting chance to steward a dynamic school with a rich legacy of creating a unique learning experience for children.

### **The School**

The Preschool is a non-sectarian, non-profit, half-day program with both a Before Care and an After Care program that operates in the Fairlington United Methodist Church (FUMC). The Preschool admits students of any race, religion, national and ethnic origin, or ability. We support the learning and development of all children. To that end, our curriculum, staffing and learning environment supports the inclusion of children with disabilities in each classroom. Fairlington Preschool staff take an active approach to learning where children learn by being involved in direct, hands-on experiences with people, objects, ideas and events. The Preschool is licensed to operate as a Child Day Center by the State of Virginia and follows NAEYC standards.

### **The Position**

We are seeking a full-time Preschool Director who is passionate about early childhood education, the inclusion model, and a play-based approach to preschool instruction. In addition, we are looking for an individual who is eager to work closely with the children, staff, families, church, and Board of Directors. The Director has the authority to manage the Preschool and is the chief executive officer of the school. The Director is accountable to the Preschool Board and serves as non-voting member of the Board. The Director reports to an FUMC Pastor and is a vital member of the church staff. All Preschool employees are directly accountable to the Director. The Director leads the Preschool program and determines the staffing needs appropriate to the program. The Director develops the budget for the Preschool, and, upon approval by the Board, is responsible for managing to that budget.

### **Major Duties and Responsibilities**

- Manage and support a highly functioning and collegial team of teachers and staff.
- Oversee curriculum implementation and support the school's educational vision, offerings, values, and the study of practices from the play-based, active-learning approach to instruction.
- Implement key components of the inclusion model, including providing teachers with support to appropriately accommodate children of varying needs and abilities, providing families with the support needed to obtain and access resources available to their children, and providing staff with continued professional development opportunities to support inclusion.
- Develop and maintain productive, effective working relationships among and between the school families, the church and the Board, and the wider community.
- Foster strong relationships with parents of students through regular interaction and communication.
- Ensure the School is run in accordance with the policies and established by-laws of FUMC in addition to remaining compliant with all licensing standards.
- Maintain the safety, security, and well-being of the school's children and staff.
- Manage business and administrative operations including financial performance, budgeting, record keeping, facility operations, and policies.
- Ensure effective management of marketing, recruiting, and student admissions, as well as the development and retention of staff.

### **Candidate Profile**

The successful candidate will embody the qualities of a dedicated educator and have a genuine passion and experience supervising a teaching staff and/or administering a preschool and inclusion program. The candidate will also have strong interpersonal and leadership skills including the ability to:

- Provide pedagogical / intellectual leadership in early childhood education.
- Be a champion for inclusion.
- Appreciate outdoor education and the natural environment.
- Think critically with excellent problem-solving abilities.
- Lead with a participative and collaborative approach.
- Foster a safe and engaging school environment that allows all students to learn, grow and meet their full potential.
- Be committed to preserve the character of the school as a mission of the church, including accessibility to people of all backgrounds.
- Lead and inspire staff to innovate in the classroom, strive for continued personal and professional growth and development, and build on successful programs.
- Support FUMC's values as a reconciling congregation in welcoming all people without regard to gender identity, sexual orientation, race, ethnicity, faith or national origin.

### **Experience and Qualifications**

The Director should meet the following basic requirements:

- Bachelor's Degree required. Emphasis in child development, early childhood, or elementary education helpful. Master's degree preferred.
- Relevant experience in an early childhood setting required. At least four years of experience in early childhood education.
- Supervisory experience preferred.
- Knowledge and/or experience in an inclusion program or model highly desired.
- Knowledge and/or experience with the High Scope curriculum or play-based model of education highly desired.
- Knowledge and understanding of administrative and business principles in a preschool setting.
- Excellent interpersonal skills and ability to relate to young children, teachers, aides, and parents.
- Strong commitment to building positive relationships with families and the community.
- Demonstrated ability to create and manage a budget and financial statements preferred.
- Significant experience with early childhood education may be considered in lieu of other qualifications.

### **Compensation**

This is a full-time, salaried and exempt position (summer hours required) with a salary range of \$50,000-\$70,000 depending on level of experience and qualifications. The Preschool is open Monday through Friday from 8:00 a.m. to 4:00 p.m. We offer a competitive compensation package. This position is available beginning in June 2025. Fairlington Preschool is an Equal Opportunity Employer.

Please respond by sending your resume and cover letter (including references) to the Rev. Christian White at [christian@fairlingtonumc.org](mailto:christian@fairlingtonumc.org). Application window is November 1<sup>st</sup>- November 15<sup>th</sup>, 2024.

School's Website: <https://fairlingtonpreschool.org/>