*Updated January 24, 2021*

Director/Teacher, Christ Church Nursery School

**Who We Are**

Christ Church Nursery School is located across from Baltimore’s Inner Harbor. Our school nurtures the intellectual, emotional, social, physical and spiritual development of each child through academic and play activities. Our philosophy is to inspire the joy of curiosity and delight of discovery. Our mission is to provide an environment where children can let their light shine.

**Current employee**

Open

**Job Summary**

The Nursery School Director/Teacher plans, directs, coordinates, and supervises all phases of the school’s operations, while maintaining effective communication between all staff and families. In addition, he/she teaches children ages two and three to help fulfill our mission.

**Supervisory Responsibilities**

Supervises all staff associated with the school to include Teacher, Teacher Aide, Play Group Coordinator and Extended Care Coordinator.

**Pay Type Employment Category Classification**

Salaried, Non- Exempt Regular Part Time – 24.5 hours per week Lay Professional Staff

**Reports To**

Senior Pastor

**Duties/Responsibilities**

* Teaches preschool classes for children ages two to three years of age.
* Oversees the administration of the school.
* Ensures compliance with licensing requirements of the Maryland State Department of Education (MSDE). Serves as liaison to the MSDE on all regulatory issues.
* Creates and implements a play-based, developmentally appropriate curriculum for children ages two and three to include mathematics, language and literacy, science, social studies, foreign language, and religion according to Lutheran teaching, to include developmentally appropriate scripture, songs, and prayer.
* Develops and implements the annual budget, collects fees and tuition, and purchases equipment and supplies.
* Maintains current knowledge of research and best practices in early childhood education.
* Completes required paperwork and reports on students, school operations, incident reports, and other documentation.
* Maintains a visible presence throughout the facility.
* Monitors classroom instruction; provides constructive feedback.
* Communicates regularly with teaching staff concerning identified behavioral or learning difficulties in children and identifies educationally sound methods to remediate.
* Develops and maintains positive relationships with parents.
* Enforces safety and security standards for children, staff, and visitors, including COVID-19 safety protocols.
* Encourages parental involvement in and support of school programs.

**Required Skills/Abilities**

* Extensive knowledge of early childhood development principles and developmentally appropriate educational practices.
* Thorough understanding of educational licensing requirements and other local and state guidelines and requirements.
* Excellent communication and interpersonal skills with adults and children.
* Ability to create a positive, safe, and nurturing environment for children.
* Ability to collaborate and communicate with teachers, support staff, parents, and students in a positive and constructive way.
* Excellent organizational and administrative skills.
* Ability to plan, manage, and evaluate curriculum.
* Proficient with Microsoft Word and Excel or related software as required for recordkeeping, budget development, and other document preparation.

**Education and Experience**

* 90-hour Certification (Child Development and Curriculum) approved by MSDE or college credit equivalent required.
* 45-hour Director/Administration course required.
* 9 hours of approved communications training required. May be met through the successful completion of at least one academic college course taken for credit.
* Associate degree in Early Childhood Education preferred.
* Minimum of three years’ preschool and/or early childhood education teaching experience in an approved setting. Preschool director experience preferred.
* Other required trainings/certifications: ADA, Basic Health and Safety, CPR Infant and Child, Emergency and Disaster Preparedness, and Medication Administration.

**Physical Requirements**

* Prolonged periods sitting at a desk and working on a computer.
* Ability to bend, stoop and kneel.
* Must be able to lift up to 25 pounds at times.

**How to Apply**

To apply, candidates should email a cover letter and resume to: [nursery@christinnerharbor.org](mailto:nursery@christinnerharbor.org). Thank you for your interest in serving our Nursery School and our community. We look forward to hearing from you soon.