

Director Job Description

Organization Overview

Hudson United Methodist Nursery School is a nonprofit early childhood educational program dedicated to providing a safe, nurturing, and developmentally appropriate learning environment for young children. The school serves families from surrounding communities. The school is committed to high standards of educational quality.

Position Summary

The director is responsible for the overall leadership, administration, and daily operation of the Nursery School. The role ensures high-quality programming, effective staff supervision and state licensing requirements. The director is responsible for the financial success of the school. Communication with parents and staff are strongly required.

Essential Responsibilities

- *Ensure high-quality developmentally appropriate early childhood education program.
- *Oversee curriculum and professional work place.
- *Ensure staff meet all training and professional development requirements.
- *Promote a safe and nurturing environment.

Staff Leadership and Supervision

- *Recruit, hire, supervise and evaluate staff
- *Foster a positive work place.
- *Conduct monthly staff meetings
- *Attend Church staff meetings
- *Attend monthly Board meetings.

Licensing Compliance and Safety

- *Ensure compliance with all state licensing and safety regulations.
- *Maintain staff documentation in OCCRRA
- *Implement and carry out all safety drills as required.

Administrative and Financial Management

- *Help develop and manage the program's budget in collaboration with the school board.
- *Oversee enrollment, tuition and keep financial records for spending.

*Prepare reports for the monthly board meetings.

Family and Community

*Serve as the primary contact for current and prospective families.

*Communicate program policies and procedures to families.

*Address parent concerns in a timely manner.

*Support enrollment and community outreach efforts.

Qualifications

*Bachelor degree in early childhood education, Child Development, or related field.

*Experience in Early Childhood Education.

*Supervisory or leadership experience.

*Knowledge of state early childhood Licensing.

Work Schedule and Environment

*Part time position.

*Occasional evening meetings and events.

*Office and Classroom based environment.