

First Congregational Church Nursery School Nursery School Director

The First Congregational Church Nursery School (FCCNS) is a preschool for children ages two through five years old with a core belief that play is the work of the preschooler. The school aims to provide an environment where preschoolers focus on fun, while benefitting from the “hidden” advantages of play-based learning. FCCNS is renowned for providing families with a caring learning environment in a safe and healthy setting with a focus on educating the whole child: emotional health, social relationships, creativity, and academic growth.

FCCNS is located in and affiliated with the First Congregational Church of Darien, the campus includes 9 classrooms, dedicated messy art & movement rooms and a large secure outdoor playground. A variety of morning programs are offered for 2's through PreK with several extended day options until 1:30 and 2:30. A highly skilled team of 20+ teachers and staff work to provide a highly regarded early education experience under the leadership of the Nursery School Director. The website gives an excellent insight into the school: fccnurseryschool.org

FCCNS seeks to appoint a Director with demonstrable experience in all aspects of a nursery school, with the ability to:

- Manage and direct the overall nursery school program
- Facilitate a loving, comfortable, stimulating atmosphere for children to flourish, and supervise a developmentally appropriate curriculum
- Ensure the safety of children at all times, in accordance with relevant federal, state and town legislation and policies
- Welcome families and create relationships to engender a sense of belonging, communicate effectively with families about the life of the school and conduct tours of the school for prospective parents and visitors
- Work with faculty and staff to cultivate a positive, healthy and professional work environment
- Interview, hire, retain and/or terminate faculty as necessary
- Lead and facilitate regular staff meetings, participate on the Nursery School Board and report/communicate with First Congregational Church leadership as needed
- Manage program revenue, determine tuition fees and coordinate enrollment
- Control school expenses, including the preparation and maintenance of a budget
- Manage CT licensing regulations, ensure that the school is compliant, and administer all documentation; maintain safety and security protocols

REQUIREMENTS

- Bachelor's degree minimum in Education or Early Childhood Education, curriculum and instruction, or a related field
- 3+ years of Managerial and/or Supervisory experience in a Child Care Program, Educational Institution, Business, and/or a Program-related to Children

- Demonstrate competency with finances and budgeting, along with strong organizational and managerial skills.
- Passion and knowledge about the best practices in early childhood education
- Knowledge of compliance in a Connecticut licensed child care center, nursery school, church operated school, or similar setting
- Computer literate, minimally Word and Excel Analytical. Familiar with relevant technology solutions for nursery school operations and social media platforms for marketing and communications

COMPENSATION

Full-time salaried, from \$75,000, depending on experience and qualifications.

Please submit your resume and cover letter via email. All cover letters and resumes should be sent careers@uccdarien.org Please name your documents as follows: RESUME-LAST NAME.PDF and COVER LETTER-LAST NAME.PDF. Resumes will be accepted until the position is filled.