



Swarthmore Presbyterian Nursery Day School

727 Harvard Ave. • Swarthmore, PA. 19081
610.543.2861 • spnds@swarthmorepres.org

Swarthmore Presbyterian Nursery Day School (SPNDS) offers young children a happy and purposeful group experience. In doing so, we act in partnership with families in nurturing each child's development outside the home. While our school maintains a close relationship with and is generously supported by the Swarthmore Presbyterian Church, it has educational autonomy and welcomes families of all racial, religious, and economic backgrounds. The mission of SPNDS is to foster the growth and development of the whole child through active play-based learning. Our experienced teaching staff uses a multi-sensory approach to meet the varied developmental needs of each child.

The Swarthmore Presbyterian Nursery Day School was started in the early 1950s by the Reverend Joseph Bishop, and Mrs. Meme Dickson. The school still reflects the philosophy of its founders: children should find an adequate expression of their individuality while learning to respect the right of others. It is under the care of the Advisory Committee composed of Swarthmore Presbyterian Church church members, Swarthmore College faculty, community educators and nursery school parents.

Position Title: Nursery School Director

Type of Position: Full Time, Salaried

Requirements:

Swarthmore Presbyterian Church seeks a candidate who meets the qualifications for a NAEYC program administrator. A Master of Arts in early childhood education, child development, or elementary education is preferred. We would consider a candidate with a Bachelor of Arts in early childhood education, child development, or elementary education. Experience in administration, leadership, or management is required.

Accountability:

The Swarthmore Presbyterian Nursery Day School Director reports to the Pastor / Head of Staff of Swarthmore Presbyterian Church.

Responsibilities:

1. Serve as educational and philosophical leader of the school community. Guide implementation of school philosophy.
2. Direct and supervise all staff, children, and programs (preschool classes, kindergarten program, special interest areas, and Extended Day program).
3. Assure compliance with state and NAEYC regulations. Prepare for yearly inspections by the Commonwealth of Pennsylvania, periodic accreditation evaluations by the NAEYC, and facilities inspections by the Borough of Swarthmore.
4. Strategically seek ways to market and promote SPNDS as the nursery school of choice for families with pre-school age children.
5. Maintain high standard for attractive promotional materials for SPNDS, its programs, and events.
6. Develop and maintain communication with organizations—educational and otherwise—outside SPNDS that can assist the school and its families.

Responsibilities: (cont):

7. Hire and dismiss staff as necessary.
8. Conduct formal and informal staff evaluations.
9. Conduct monthly staff meetings.
10. Be an active mentor in staff's professional development. Make staff aware of, and encourage participation in courses, seminars, and conferences available for professional growth.
11. Oversee general care of classrooms and equipment.
12. Order supplies, equipment, and materials.
13. Operate SPNDS in accordance with the Policies and Procedures document developed by the SPNDS Advisory Committee. Work with the Advisory Committee to keep the Policies and Procedures of SPNDS current, consistent with, and in accordance with SPC Policies and Procedures, wherever applicable.
14. Maintain and update school policies and forms.
15. Maintain school records, including: student files, financial records for each family, staff files, historical and administrative records.
16. Communicate effectively with parents, utilizing appropriate technology. This includes regular newsletters, special events publications, August and October administrative packets, acceptance materials, and timely information.
17. Work with staff on evaluating children and conferring with parents.
18. Evaluate and facilitate admission possibilities of a child with special needs. Attend IEP and behavior team meetings as necessary.
19. Work closely with SPC staff who are responsible for supporting SPNDS operations.
20. Attend Church staff meetings monthly or as determined by Head of Staff.
21. Serve as a non-voting member of the SPNDS Advisory Committee. Work closely with Chairperson of Advisory Committee to prepare agenda and reports for each meeting. Provides administrative support to work of Advisory Committee.
22. Supported by the Treasurer of the Advisory Committee and reporting to the Finance Committee of SPC, is responsible for financial health of SPNDS.
23. Actively encourage, promote, support and work with the Advisory Committee to facilitate fundraising activities throughout the year.
24. Establish and follow procedures for scholarship distribution that are in accordance with SPNDS' inclusive mission. Serve on Scholarship subcommittee of Advisory Committee.
25. Additional duties as assigned.

Review of applications will begin immediately and they will be accepted until position is filled.

Applicants should supply the following materials:

- **Cover letter**
- **Resume**
- **Proof of current PA Teacher Certifications**
- **Three (3) References.**

Submit application materials to:

Beth Stransky
spndssearch@swarthmorepres.org

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