

**Overfield Early Childhood Program
172 South Ridge Avenue
Troy, Ohio 45373**

Job Description

Job Title: School Director

Reports To: Chair of the Board of Trustees

Job Purpose:

The Director is the professional and educational leader of the Overfield Early Childhood Program. In this role the director has major duties and responsibilities in the following areas: overseeing all aspects of daily operation of the school, working closely with the founder and Board of Trustees to plan for the future while implementing current policies, ensuring that all teaching and experiences for children are consistent with the mission of OECP and ensuring consistent and effective communication with the founder, trustees, teachers and parents. The Director manages, reports, and is held accountable to meeting the school's operating budget.

Key Areas of Responsibility:

1. Provide leadership to, and development of, the faculty and staff.
 - a. Recruits, hires and retains qualified teachers and support staff.
 - b. Provides orientation and training to newly hired faculty members and staff.
 - c. Provides training and development opportunities to faculty and staff.
 - d. Performs evaluations of all faculty members and support staff, and discusses salary increases with board treasurer and finance committee.
 - e. Maintains effective communication and guidance with faculty and staff.
2. Develop and implement appropriate curriculum and material.
 - a. Ensure that the faculty utilize appropriate Reggio inspired based curriculum models and teaching strategies.
 - b. Stays abreast of early childhood education and child development issues.
 - c. Serve as a resource for the development of appropriate curriculum.
 - d. Ensure classrooms are equipped with approved and appropriate quality materials, books and play equipment.
3. Develop and maintain strong relationships with parents.
 - a. Participate as a member of the Parent Association Executive Committee.
 - b. Communicate information about upcoming events, program changes, as well as policies and procedures to parents
 - c. Organize and oversee appropriate parent education and committees.
 - d. Demonstrate awareness of the social and cultural context of the student body.
4. Develop and nurture relationships with the student body.
 - a. Demonstrate "best practices" in all student interactions.
 - b. Demonstrate visibility and interest in the children's activities in special events; i.e. go to the pond, Urban Preserve and other areas of interest so that become aware of what the children are seeing.
5. Maintain a cooperative and professional working relationship with the Board of Trustees.
 - a. Support committee work.
 - b. Provide resources and information as required.
 - c. Demonstrate accessibility.
 - d. Recommend needed policy changes and action.
 - e. Maintain appropriate confidentiality surrounding board topics.
 - f. Develop and maintain a positive relationship with the founder and board chair for the success of the school.

6. Develop and nurture community relationships.
 - a. Coordinate direct mailings
 - b. Promote upcoming events to the community.
 - c. Work with local newspapers to market Overfield through articles and photo opportunities and tours.
 - d. Serve as a resource for local colleges and universities.
 - e. Develop and maintain connections with State and National Level Reggio Leaders.

7. Maintain Overfield's administrative systems.
 - a. Ensure cleanliness, safety, aesthetics and upkeep of the school building and campus.
 - b. Ensure that Overfield is in compliance with licensing and accreditation standards.
 - c. Maintain appropriate enrollment levels.
 - d. Keep up to date financial records.
 - e. Operates the school within the required budgetary limits.
 - f. Seek and pursue grant opportunities.

Required Credentials and Experience:

- A Masters degree in Early Childhood and/or Child Development required.
- Prefer a minimum of two years of administrative experience.

Technical Skills:

- A thorough understanding of child development.
- Knowledge of the Reggio inspired philosophy.
- Understanding of managing a budget and proper allocation of resources.
- Experience with grant writing.
- An understanding of computers and their capabilities.
 - MS Office, e-mail
- Knowledge of the best children's literature and music.
- Knowledge of appropriate play equipment.
- Interest in Nature.

Motivational Skills:

- Leads utilizing the Overfield values and vision:
 - Keeps Overfield philosophy at the forefront of decision making.
 - Translates the philosophy into day-to-day activities and behaviors; guides and motivates faculty to take actions that support the Overfield programs and philosophy.
- Coaches others by providing timely guidance and feedback.
- Stress Tolerance
 - Presents a positive and cheerful disposition and maintains constructive interpersonal relationships.
 - Maintains stable performance under pressure.
 - Ability to multi-task.
- Positive communication skills to be utilized with faculty, staff, parents, founder and Board of Trustees.
- Demonstrates high standards of performance for self and others.
- Demonstrated success in building a successful team.
 - Demonstrates personal commitment to the team.
 - Has the willingness to do whatever it takes to get the job done no matter how small the task.
- Builds trust with the founder, board of trustees, parents, children and the community.
 - Interacts with others in a way that gives them confidence in one's intentions and those of the school.
 - Operates with integrity at all times.
- Sense of Humor
- Demonstrates the ability to balance the Reggio philosophy, children, staff and families.

Interested applicants should send their letter of interest and resume to reggio@overfield.org