



DESCRIPTION FOR THE DIRECTOR POSITION

St. Aidan's Episcopal Day School

Alexandria, Virginia

November 2022

Education, Experience and Other Qualifications

A bachelor's degree is required, with recent early childhood classroom experience preferred; recently working in a school or other educational setting is also preferred. The Director will oversee 125 children and 20 staff members. The Director must be a strong leader and communicator who has the ability to manage people and resources effectively. The Director also must be a team builder who is open-minded and will inspire and support the staff, as well as foster relationships with key groups, including the congregation of St. Aidan's Church, the Parents Committee and the Day School Board. The Director must embrace the developmental philosophy of St. Aidan's and have knowledge of current trends in early childhood education.

Accountability

The Director works under the direct supervision of the Rector of St. Aidan's Church, and with the advice and support of the Day School Board and the Church Vestry.

Responsibilities

The responsibilities of the Director shall include, but are not limited to, the following:

- Collaborate with the Director of Curricula to develop programs and curricula that is in conjunction with St. Aidan's development philosophy. Also must be knowledgeable of new research in education and early child development.
- Plan and implement ways for staff to participate in-service training and professional growth.
- Recruit, hire, supervise, evaluate and terminate (if necessary) Day School staff.
- Build communication and strengthen the relationship between the Day School and Church; collaborate on activities; coordinate the use of shared space and equipment with the Church.

- Keep lines of communication open with parents, informing them of program activities, new policies and upcoming events; serve as an advisor to the Parents Committee and attend events and meetings sponsored by this group.
- Be aware of children with special needs and adapt the programs to include them whenever possible; advise parents of where to seek appropriate services.
- Work with the Day School Board to create a strategic vision for the future of St. Aidan's Day School as well as assist the Board to fulfill its oversight functions by serving as a resource at regularly scheduled meetings.
- Oversee and work with staff to provide lunch bunch, after school opportunities, and Summer camp programs.
- Maintain all records required to ensure safe, healthy and financially sound operations, and to meet licensing standards required by law.
- Stay updated with all medical guidance from state, local and federal levels and work with Day School Board on guidance
- Develop and maintain the annual budget, review programs and policies as needed, and supervise the maintenance of the building and grounds.
- Maintain Day School financial accounts, collect tuition and other fees, authorize payment of all bills, including salaries; order all equipment and supplies needed for operations.
- Plan and publicize the yearly calendar, coordinating with church activities, public and private schools and the broader community.

Hours

The Director must be on the school premises during all times that a program is in session, or must designate someone to act as Director. The core hours are 8:00 a.m. - 2:00 p.m. weekdays, except days with school activities when the Director will remain on site until the activities are concluded. The Director position is a 12-month position, which includes the school year, Summer camps, and summer planning; but may be adjusted as necessary if programs are changed or expanded.

To Apply

Please send a cover letter and a copy of your resume to the attention of the St. Aidan's Day School Search Committee at st.aidans.ds.director.search@gmail.com by November 30, 2022.