



## Nursery School Teacher/Director

Parents' Nursery School (PNS) is one of the oldest parent cooperative nursery schools in the country. It was founded in 1947 by a group of educators and parents and inspired by the ideals of progressive education. The PNS curriculum is based on free play and the belief that children's curiosity will lead them to developmentally appropriate and meaningful activities. We recognize that the most important developmental task facing the preschooler is to learn the social skills that are necessary to positively and constructively participate as a member of a larger social group. We are committed to helping children grow to be critical thinkers and ethical human beings who will care for the world around them.

PNS is currently recruiting a Director/co-Teacher with the following credentials and experience:

- BA in Early Childhood Education or Child Development, Masters strongly preferred
- Massachusetts Department of Early Education and Care (EEC) Director I/II certification
- 5+ years of practical experience with children ages 3 to 5 in a play-based preschool environment
- Three or more years directing a licensed early childhood care facility
- CPR and First Aid Certified

Teaching Duties/Responsibilities:

- Work collaboratively with a co-Teacher to create a developmentally appropriate curriculum that is based on children's play and responds to their interests
- Create a safe, nurturing, and caring environment for a classroom of 20 children
- Be committed to facilitating learning, rather than offering instruction in the classroom
- Support cultural and learning differences and incorporate multicultural, anti-bias activities and age-appropriate learning throughout the school year
- Set goals for individual children, as well as for the group
- Provide student assessments and refer children for screening when appropriate
- Be committed to working with families in a parent cooperative and to maintaining a strong connection between home and school for each student
- Assist Parent Helpers to carry out their classroom responsibilities
- Help parents understand the PNS philosophy and how it is implemented in the classroom
- Prepare for and attend parent/teacher conferences as necessary
- Attend Community Meetings and fundraising events as needed

Administrative Duties/Responsibilities:

- Maintain regulatory compliance with all aspects of the MA EEC licensing requirements for the school
- Process, organize and maintain all paperwork regarding children and their families
- Oversee all financial decisions regarding school operations (via QuickBooks and Excel):
  - Track operating expenses and income
  - Budgetary preparation and financial aid awards
  - Oversight of fundraising, marketing and community outreach
  - Compile all documents necessary for the Annual Financial Review
  - Manage all government filings, including the 501(c)(3) Annual Report
- Work with the PNS School Board (composed of current parents) to ensure:

- o Strong annual admissions including hosting annual open house and community outreach events
- o Building and grounds maintenance
- o Management of PNS community events
- o Oversight of all written and online media created in support of PNS operations

Additional Qualifications/Skills:

- Excellent leadership, organizational, and administrative skills
- Excellent team teaching skills
- Excellent written and verbal communication skills
- Working knowledge of MS Office Suite and QuickBooks

Other Information:

- *Start Date:*
  - o Negotiable, Preferably July 1, 2017
- *Number of hours per week:* 40+
  - o Teaching hours are M-F, 8AM to 1PM (September through June)
  - o Admin. hours are in the afternoon as well as some additional evening/weekend time for Board and Community Meetings, special events, etc. (year-round commitment)
- *Compensation:* Competitive

Interested parties should email their résumé and contact information to the Director of PNS at [parentsnerseryschool.director@gmail.com](mailto:parentsnerseryschool.director@gmail.com)

***PNS is an Equal Opportunity Employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to disability, veteran status, age, ancestry, color, marital status, national origin, race, religious creed, sex, and sexual orientation for employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, the American with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008. PNS maintains a drug-free workplace.***